

SMITH
COLLEGE



JANDON CENTER FOR COMMUNITY ENGAGEMENT

Directory of Projects with Partnering Agencies
2020-2021



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INTRODUCTION

At the **Jandon Center for Community Engagement (JCCE)**, we support and encourage students to engage in a wide range of community service work to give back to the local community and gain insight into the complex social problems that face our communities.

Within the Jandon Center, there are different programs and projects such as the **CSO** (Community Service Organization), **STEM Outreach**, **Project Coach** and **Educational Opportunity Initiative** and **Women and Social Change Project**. Through these programs and more, we provide students with opportunities to engage in: regular long and short-term community placements, non-profit administrative training, and specialized leadership programs, in a collaborative model that is community driven, ethically informed and reflectively adaptive.

We also support students and faculty with academic learning on community engagement based on their areas of interest. For this, the Jandon Center provides a **Community Engagement and Social Change Concentration** along with **Community-based Learning and Research**.

Community Engagement and Social Change Concentration (CESC)

The Jandon Center also offers the Community Engagement and Social Change (CESC) concentration, which connects community work with academic life. With the oversight of a faculty adviser, students will combine interdisciplinary coursework and practical work in communities to expand and deepen their understanding of local, national and global issues that affect communities.

Community-based Learning and Research (CBL) (CBR)

The JCCE provides support for faculty with community-based learning courses (CBL) and community-based participatory research projects (CBR). Community-based learning is a teaching methodology and philosophy of reciprocal learning designed to put theory into practice by combining the elements of academic study with interactive community placements or research.

WAYS TO GET INVOLVED

At the Jandon Center, we provide different ways for students to get involved in community service. The **CSO** (Community Service Organization) a subset of our Center, engages students in either long term or short-term community service opportunities.

Long-term: Regular weekly placements and community partnerships ranging from 1 to 8 hours per week. For example:

- Volunteer at local shelters, community development, or social action programs
- Serve as a "Decisional Trainer" to incarcerated individuals
- Teach basic literacy and English as a Second Language (ESL) to adults

Short-term: One-time projects that last from several hours to a full day. For example:

- Reclaim agricultural land with urban agricultural programs
- Participate in a community cleanup
- Build a house with Habitat for Humanity

Before you proceed on to view the opportunities provided through the Jandon Center and learn about more ways to get involved, we have provided you with some questions as a resource to help guide you in “finding the right fit”. Please refer to **the Community Safety Policies and Placement Guidelines** in the Appendix.

1. **TIME:** How much time and commitment can I give to this agency?
2. **PASSION:** Is there a specific topic or issue you are passionate about? With that in mind, could you turn your passion into meaningful community work?
3. **SETTING:** What kind of job or volunteer setting are you looking for? Have you thought about #transportation and accessibility?
4. **FOCUS:** Do you have a specific demographic group you would like to work with? Teenagers? Children? Adults? Refugees?

CONCERNS ABOUT TRANSPORTATION?

Many of our partnering agencies are within walking distance of Smith College and on PVRTA bus lines. Many are wheelchair accessible- accessibility is designated in each agency listing.

If you need assistance with the cost of bus passes, please contact cso@smith.edu

The Center's vans also transport students to:

- Homework House
- Kensington International School Young Scholars Program
- Treehouse

AND, If You Can Drive, Please Consider Becoming a Certified Driver

The Jandon Center maintains four vehicles to assist students in getting to community service partner organizations, Jandon Center's initiatives and projects, and religious services. Each year you will need to register with your driver's license and complete an online training and safety quiz. For instructions on becoming a Certified Driver, go to:

<https://www.smith.edu/sites/default/files/media/Documents/CSO/Become-Certified-Driver-CSO.pdf>

MORE WAYS TO GET INVOLVED

Students can also get involved by becoming part of the **CSO board**, a **Community Fellow** or serving as a **Community Service House Representative**.

	CSO Board	Community Fellow	CSO House Rep
Summary:	Offers students a voice in the scope and direction of the administrative side of CSO, helping to shape community service projects and program	Designed for students who are interested in deepening their commitment to a specific long-term community partnership by acting as a leader/liason between the Smith community and the agency.	Encourage students to get involved in community service work; they are essential to the continued success of the CSO.
Responsibilities:	Develops policies, coordinates events, and organizes educational gatherings on community needs and volunteering.	Work directly with the community partner, focus on recruiting/supporting volunteers, being a primary contact person, scheduling, and organizing training and orientation sessions and reflection lunches for Smith volunteers.	Attend bi-monthly meetings; help get the word out about long-term placements, short-term projects, and monthly Community Education Luncheons; and help involve Smith College houses in CSO activities.

Skills:	Learn the basics of operating a small non-profit organization, attend weekly one-hour board meetings, and work one hour per week in the office on administrative tasks. Each board member is responsible for specific events and community programs.	Learn to become more involved in community engagement. Gain skills in leadership and a deeper insight to working in a non-profit environment.	Learn communication and recruitment skills as a liaison informing house members of CSO activities and getting students more engaged in community service.
Application:	Seven to ten students are appointed to the Executive Board. Recruitment for these positions is done in March. Go to: https://www.smith.edu/academics/jandon-center/community-service-office and scroll to “Apply Now” under “CSO Student Executive Board”	To apply in spring for next academic year, Go to: https://www.smith.edu/academics/jandon-center/community-service-office scroll to “Community Fellows Program” under Other Leadership Opportunities and click on “Apply Here”.	House Reps are elected at the first house meeting of the year. For more information on becoming a CSO House Rep, Go to: https://www.smith.edu/academics/jandon-center/community-service-office
Time Commitment	Year-long commitment. Certain positions may be held for half-year terms if a student will be studying abroad for a semester.	Year-long commitment.	Year-long commitment.

STILL CONFUSED? MORE QUESTIONS?

For non-human interaction: please visit us electronically at www.smith.edu/academics/jandon-center/community-service .

For limited human interaction: Contact the Jandon Center or CSO at jcce@smith.edu or cso@smith.edu .

To interface with us biologically: Visit us at the Jandon Center! Wright Hall, Lower Level 013. We have nice plants and even nicer people.

Arise for Social Justice, Inc.

38 School Street PO Box 5423 Springfield, MA 01101-5423

Walking Distance: No

Handicapped Accessible: Yes

On Bus Line: Yes

Phone: (413) 734-4948

Web: arisespringfield.org

Time Commitment

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

After School

2 Semester

Fed. Work Study: No **America Reads:** No

Min. Hours per
Week: **2 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Environmental Justice Committee- We work to address the impact of systemic environmental racism in Springfield. Current campaigns include: a pipeline resistance effort, stopping construction of a biomass plant, enforcing the city's Climate Action Resiliency Plan, amending the state housing code to include protections for residents with mold in their homes, and more!

Other organizing opportunities may include work on the following issues: homelessness, housing rights, criminal justice reform and economic justice.

Mission: Our mission is to educate, organize, and unite low income people to know what our rights are, to stand up for those rights, and to achieve those rights; to educate the community at large as to its common interest in social justice for all; to promote involvement in the electoral process, to develop self-esteem, and to teach ourselves to fight oppression in all its manifestations.

Mission-driven activities have included: organized a tent city with homeless people that pushed the city to develop a comprehensive homeless plan; led a lengthy but successful campaign to change from an at- large form of government to elections by ward; and ran an underground needle exchange program to meet people's needs while working for statewide enabling legislation.

Goals: To build power for oppressed people by educating, organizing, and uniting working people, people of color, people with disabilities, LGBTQ folks on entitlement programs: to know our rights, to stand up for our rights and to obtain our rights.

Skills: Passion for community service and social justice.

Training: Training and Supervision are provided.

Directions: Take I91 S towards Springfield. Get off State Street exit toward Downtown Springfield and go straight up the hill to 3rd set of lights after Main St turn right onto School Street. Arise is the second building on the right. Parking behind our building.

Baystate Medical Center

Department of Emergency 759 Chestnut Street Springfield, MA 01199

Walking Distance: No **Handicapped Accessible:** Yes **On Bus Line:** No

Contact: Brianna DiFronzo

Phone: (413) 794-4313

Email: Brianna.DiFronzo@baystatehealth.org

Web: <http://www.baystatehealth.org>

Time Commitment

Fed. Work Study: Yes **America Reads:** No

- | | |
|--|--|
| <input checked="" type="checkbox"/> Days | <input checked="" type="checkbox"/> Fall Start |
| <input checked="" type="checkbox"/> Evenings | <input checked="" type="checkbox"/> Spring Start |
| <input checked="" type="checkbox"/> Weekends | <input checked="" type="checkbox"/> 1 Semester |
| <input checked="" type="checkbox"/> After School | <input checked="" type="checkbox"/> 2 Semester |
| Min. Hours per Week 6 Hrs | <input checked="" type="checkbox"/> 3 Semester |

PLACEMENT / PROJECT

DESCRIPTION

Research Associate – Screen patients for research protocols, assist with informed consent, assist in implementing study procedures, collect data by reviewing medical records and interviewing patients

Mission: The purpose of the Research Associates Program (RAP) is to provide students hands on experience with research and how an emergency room functions. It is the hope of the coordinators that students will learn about medical terminology, medical procedures, etc. Students should leave the program with an increased knowledge of most medical processes.

Goals: This program provides a unique opportunity to participate in clinical research, observe ED operations, and learn from the physicians, nurses and staff of the ED. You will also have the opportunity to attend research and clinical medicine lectures. The Research Associates Program (RAP) will increase your knowledge of medical terminology as well as human anatomy and physiology. It can provide valuable experiences to include in your resume. Letters of recommendation can be provided upon satisfactory participation in the program.

Skills: Must have an interest in medicine or other health profession. A resume and letter of recommendation is required; commitment of at least 6 hrs/week; commitment of at least 1 year. We prefer individuals who have personal transportation. Individuals who apply for the program should be self-motivated and a team player. Associates need to be comfortable approaching strangers as this will be a large part of their experience. Furthermore, this experience requires detail-oriented work that is meticulous and accurate. There is a strong emphasis on data entry and data collection with less emphasis on direct patient interaction. This is not a placement where there will be one-on-one patient interaction or care.

Training: Training will occur over the course of a semester. An associate is not expected to work independently unless they feel comfortable and the research staff also feel comfortable allowing the associate to work alone. The training session is somewhat regimented.

Directions From the North: Take Route 91 southbound, take Birnie Avenue, Exit 11. From the exit, follow the blue signs to the main entrance. Park in the visitor's lot or in the parking garage if the lot is full. Individuals should enter through the main entrance in the Daly Building.

Additional Contact: Brianna DiFronzo (413) 794-4313 Brianna.DiFronzo@baystatehealth.org

Big Brothers/Big Sisters of Hampshire County

Bangs Community Center 70 Boltwood Walk Amherst, MA 01002

Walking Distance: No

Handicapped Accessible: No

On Bus Line: No

Contact: Jennifer Ablard

Phone: (413) 259-3345

Email: jablard@chd.org

Web: www.bbbshampshirecounty.org

Fed. Work Study:No **America Reads:** No

Time Commitment

- | | |
|--|--|
| <input type="checkbox"/> Days | <input type="checkbox"/> Fall Start |
| <input type="checkbox"/> Evenings | <input type="checkbox"/> Spring Start |
| <input type="checkbox"/> Weekends | <input type="checkbox"/> 1 Semester |
| <input checked="" type="checkbox"/> After School | <input type="checkbox"/> 2 Semester |
| Hours per Week 3 Hrs | <input checked="" type="checkbox"/> 3 Semester |

Min.

PLACEMENT / PROJECT

DESCRIPTION

Big Sister – Spend 3-5 hours per week for three semesters with youth from the community. 3 semesters commitment.

Internships – Internships are available and can be tailored to complement or enhance many areas of student academic concentration or major.

Volunteer(s) – Event specific opportunities: Happy Valley 1/2 Marathon and 5K 10/21/18, Northampton Winter Craft Fair 12/1 & 12/2 2018, Daffodil Run 5k and 10 K (date TBD), Crafts on the Common (date TBD)

Work Study – Assist in the office, help with a weekly after-school group, or help with various events throughout the year (the Holiday Potluck and other events).

Missions: To make a positive difference in the lives of children and youth, primarily through a one-to-one relationship with a caring adult. The program is committed to assisting young people in achieving their highest potential as they grow to become confident, competent, and caring individuals. We provide our committed volunteers with professional support, supervision of the matches, outreach to families, and enrichment opportunities.

Goals: HAVE FUN while providing companionship to a child. Smith students find this opportunity is a great way to create a richer college experience as well as a diversion from the sometimes-stressful college life!

- Skills:** Desire to have fun with a child and make a difference at the same time.
- Ability to follow through and to keep a 3 semester commitment to the program. (semesters do not have to be contiguous)
- Kids to Campus: must be available from 3:30 to 6:30 on Wednesdays. Must also be available either to drive or as a ride along to pick Littles up from school and bring Littles to their homes using Smith vans.
- Community Match: Must be able to access Smith van and be certified by Smith to drive their Little Sister. Responsible for scheduling with family your meetings. Ability to speak Spanish is a plus but NOT required.
- Training:** One-time volunteer training/orientation. Supervision also serves as 1:1, match specific training.
- Directions:** Site-based matches: meet on Smith campus on a weekly basis (Wednesdays) during school year.
- Community matches: Big Sister will pick up her Little Sister from home or school and return her home after their outing (using Smith van)
- For more information on BBBS visit us at: <http://chd.org/child-adolescent-and-family-services/educational-developmental-support-services/big-brothers-big-sisters/>
-

Center for New Americans

42 Gothic Street, Northampton, MA 01060

Walking Distance: Yes **Handicapped Accessible:** Yes **On Bus Line:** Yes

Contact: Kelly Day

Phone: 413-587-0084

Email: volunteer@cnam.org

Web: www.cnam.org

Fed. Work Study: No **America Reads:** No

Time Commitment

- | | |
|--|--|
| <input checked="" type="checkbox"/> Days | <input checked="" type="checkbox"/> Fall Start |
| <input type="checkbox"/> Evenings | <input checked="" type="checkbox"/> Spring Start |
| <input type="checkbox"/> Weekends | <input type="checkbox"/> 1 Semester |
| <input type="checkbox"/> After School | <input checked="" type="checkbox"/> 2 Semester |
| Min. Hours per Week 2 Hrs | <input type="checkbox"/> 3 Semester |

PLACEMENT / PROJECT

DESCRIPTION

ESOL Classroom Assistant – Assist teachers with small group or individual support within an ESOL classroom.

ESOL Tutor – Works one-on-one with ESOL learner on various language skills and topics.

Mission: To provide the immigrant, refugee and migrant communities of the Pioneer Valley with education and resources to learn English, become involved members of their communities and obtain tools necessary to maintain economic independence and stability.

Goals: ESOL tutors work one-on-one with learners weekly; the primary goal is to meet learner's own language goals as well as language learning needs, also to increase cross-cultural understanding.

Classroom Assistants assist classroom teacher's on small group projects and individual support. Weekly commitment is expected.

Skills: Awareness and willingness to learn about other cultures. Student-centered philosophy of education. Willingness to continue for 6 months at approx. 2 hours per week. Patience, ability to work independently, fluency in English (non-native speakers welcome).

Training: 5-hour initial training, 2-hour observation (more possible).

Directions: Gothic Street is in the center of Northampton, between Center St. and King St. There is a metered parking lot as well as on-street metered parking.

Cooley Dickinson Hospital

30 Locust Street P.O. Box 5001 Northampton, MA 01061

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Robin Kline

Phone: (413)582-2251

Email: rkline4@cooleydickinson.org

Web: www.cooleydickinson.org

Time Commitment

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **4 Hrs**

3 Semester

Fed. Work Study: No

America Reads: No

MEDICAL

PLACEMENT / PROJECT

DESCRIPTION

Emergency Department Care Volunteer – Support service delivery in the Emergency Department. Assist with answering call lights, provide comfort measures, escort family members and improve communication to patients. Days, evenings, and weekend shifts available. Great for pre-med/nursing.

Information Desk – Become familiar with various departments and services in the hospital. Reduce patient anxiety by assisting with way finding, provide wheelchair assistance when needed. A great way to learn the hospital. Some evenings available.

Patient Support – Assist unit staff with non-medical tasks, visit patient rooms, assist with meal delivery, help answer call bells. Provide a listening ear. Primarily early evenings during the week between 4pm and 7pm.

Rehabilitation – Support busy Physical Therapists by preparing rooms and equipment, pull charts, observe some patient treatments. No evenings or weekends. Off-site only.

Surgical Day Care/Endoscopy – Assist with patient transportation, answering call lights, maintaining patient log, preparing rooms, call patient family members, stocking supplies. No evenings or weekends available.

Mission: To serve our patients and communities with exceptional, compassionate and personalized care.

- Goals: To provide students with some patient contact and understanding of health care services. To utilize the skills and abilities of volunteers to improve the patient experience. Improve patient outcomes by decreasing anxiety.
- Skills: Customer service skills are critical. Group interviews are held monthly in the Spring and Summer for Fall placement. Applications are available online. Most students apply several months in advance. Space is limited and nearly twice as many students apply as are needed.
- Training: Training is provided during the first shift. However, the ED Care volunteers have a special 3-hour training and must also shadow a selected volunteer in the Emergency department for one full shift.
- Directions: The hospital is a 30-minute walking distance from Smith. Rehabilitation is now off-site only and is located at 8 Atwood Drive. It is not a walkable distance.
-

Data Science Corps

Jandon Center for Community Engagement, Wright Hall, Smith College, Northampton, MA 01060

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Andrea Dustin

Time Commitment

Phone:

Days

Fall Start

Email: adustin78@smith.edu

Evenings

Spring Start

Web: <https://dsc-wav.github.io/www/index.html>

Weekends

1 Semester

Fed. Work Study: No **America Reads:** Yes

After School

2 Semester

Min. Hours per Week **10 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Data Science WAV Team – Specially trained undergraduate students will be deployed to community-based organizations to **W**rangle, **A**nalyze, and **V**isualize their data. Seeking 4 or 5 data science students (most likely majoring in statistics and/or data science) and one community engagement concentrator

Mission: This project simultaneously addresses two problems: 1) the inability of community-based and non-profit organizations to tackle data science problems; and 2) the lack of real world experience gained by students studying data science. The National Science Foundation’s Harnessing the Data Revolution Data Science Corps program focuses on building capacity for harnessing the data revolution at the local, state, national, and international levels to help unleash the power of data in the service of science and society.

Goals: This program deploys teams of data science students to assist local organizations, thereby increasing the long-term capacity of the data science workforce by increasing Data Science students’ practical experience. DSC also aids community organizations in their efforts to utilize Data Science.

Skills: WAV Students should: be a sophomore or junior, have taken at least one course in computer programming, at least one course in statistics, and at least one additional course in data science, data analysis, etc., have the ability to commit to 8-10 hours per week through the spring semester.

Training: Students apply in cohorts every semester. Accepted students will attend workshops and trainings to acclimate to Data Science Corps' mission and goals.

Directions: The Jandon Center is in the basement of Wright Hall, across Chapin Lawn from the Campus Center.

Decisional Training Volunteers

P.O. Box 65, Northampton, MA 01060

Walking Distance: No **Handicapped Accessible:** No **On Bus Line:** No

Contact: Karen Banta, Coordinator

Time Commitment

Phone: 413-548-5076

Days

Fall Start

Email: kdbanta@gmail.com

Evenings

Spring Start

Fed. Work Study: No **America Reads:** No

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **2 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Northampton Jail Volunteer – Work with an inmate one hour per week for 10 weeks. Contact Karen Banta: kdbanta@gmail.com

- Mission:** To teach a structured course in decision-making, problem-solving, and life-planning skills to men incarcerated at the Hampshire County Jail and House of Correction.
- Goals:** For inmates to learn decision-making, problem solving, and life planning skills.
- Skills:** Volunteers must be non-judgmental, believe that people have the capacity to change, and have the belief that each human being has potential, possibilities and gifts. Must have the emotional maturity to maintain strict professional boundaries. Must be at least age 20.
- Training:** Extensive training is mandatory and provided. CSO can pay for the training fee.
- Directions:** Take Route 66 (which starts at the Forbes Library) several miles to the Hampshire County Jail and House of Corrections, on the right. Park in the parking lot to left. Lock your car. Enter at door near flagpole. Need transportation? Contact CSO to ascertain if they have a CSO vehicle available to borrow.

Friends of Hampshire County Homeless Inc

Emergency Winter Shelter 43 Center Street, Northampton, MA 01060

Walking Distance: Yes **Handicapped Accessible:** Yes **On Bus Line:** No

Contact: Barbara Blumenthal

Phone: 413-586-0492

Email: bblument@smith.edu

Web: <http://www.hamphomeless.org>

Time Commitment

- | | |
|--|--|
| <input type="checkbox"/> Days | <input checked="" type="checkbox"/> Fall Start |
| <input checked="" type="checkbox"/> Evenings | <input checked="" type="checkbox"/> Spring Start |
| <input type="checkbox"/> Weekends | <input type="checkbox"/> 1 Semester |
| <input type="checkbox"/> After School | <input type="checkbox"/> 2 Semester |
| Min. Hours per Week 2 Hrs | <input type="checkbox"/> 3 Semester |

Fed. Work Study: No **America Reads:** No

PLACEMENT / PROJECT

DESCRIPTION

Staff Support – To act as a back-up to the professional staff between 7:30 and 9:00 p.m. (one night per week) from Nov 1st - April 30th.

- Mission:** Friends of Hampshire County Homeless Inc. is a community organization committed to providing financial and volunteer support for the Hampshire County Interfaith Shelter for homeless individuals, and associated programs. The Interfaith Emergency Winter Shelter provides emergency overnight shelter for homeless adults in Hampshire County during the six coldest months of the year. In addition to food and beds, they offer friendship and support, and the counseling needed to help people move on from a homeless life into a stable living situation.
- Goals:** Student volunteers work in pairs, providing companionship and helping with many different activities at the Shelter.
- Skill:** Friendliness and compassion, awareness of race, ethnicity, class, gender, religious and social justice themes, as well as a strong sense of empathy and responsibility.
- Training:** On-going and informal.
- Directions:** Walk on Elm St./route 9 towards downtown Northampton. Turn left onto Bedford Terrace. Turn right onto State St. Turn left onto Center St. Total Distance: approx. 1/2 mile. The Shelter (43 Center St.) is located at the right rear of the building.

Gardening the Community

200 Walnut St, Springfield, MA 01109

Walking Distance: No **Handicapped Accessible:** No **On Bus Line:** Yes

Contact: Ibrahim Ali

Time Commitment

Phone: 413-693-5340

Email: ibrahim@gardeningthecommunity.org

Days

Fall Start

Web: <http://www.gtcspringfield.org/>

Evenings

Spring Start

Fed. Work Study: No **America Reads:** No

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **3 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

- Development Intern – Our development team is in its 3rd and has already been very successful with house parties, developing our donor base, and more. This intern's objectives will coincide with our plans to raise funds for the Walnut St development and more.
- Evaluation Intern – Evaluating how a food organization is being effective has been a struggle for many groups that are similar to ours. Do you measure food by weight? Do you measure the number of consumers? This intern will look at our interaction with Whole Foods System work
- Events Intern – We have two major events each year. One is our fall Pancake Breakfast and the other is our spring Plant Sale and Gardeners Gathering. This intern will work with the team that is formed to make these events happen.
- Markets and Products Intern – We have built a farm stand at our 200 Walnut St location and there are a number of products/projects that will transpire throughout the year that involve marketing and promoting
- Urban Farming Intern – An urban farming intern would do work with us involving improving our seed to seedling process, evaluating our interplanting and cover crop processes, utilizing beneficial weeds, effectively sourcing and growing mushrooms, and more.

- Mission:** Gardening the Community is a food justice organization engaged in youth development, urban agriculture, and sustainable living to build healthy and equitable communities.
- Goals:** The goals of our opportunities include assuring that meaningful work takes place while you are with us. We have found that in the past our intern placements have been either very successful or not as much. We want to assure that it's the former by offering more precise and realistic project goals, being flexible with schedules by allowing some work to be done off site, and by offering a longer term internship to provide a broad but detailed opportunity to work with a vibrant organization doing critical work with the youth of Springfield.
- Skills:** Commitment, passion, compassion, empathy. If you have any experience working with youth, gardening/farming, or doing development work that would be a plus.
- Training:** Will provide training/instruction as necessary, but there is room for an intern to push themselves.
- Directions:** Route 91 South. Use the right lane to take exit 8 for I-291/US-20 E. Use the right lane to continue on Exit 3 and follow signs for Armory St. Continue onto I-291 E/US-20 E. Take exit 3 for Armory St. Keep left at the fork to continue toward Liberty St. Continue onto Liberty St and then turn right onto Armory St. Turn right to stay on Armory St. Turn left onto Federal St. Continue onto Walnut St. Destination will be on the right: 200 Walnut Street, Springfield.
-

Hampshire County Bar Advocates/Bar Association

15 Gothic Street, Suite 10, Northampton, MA 01060-3084

Walking Distance: Yes

Handicapped Accessible: No

On Bus Line: No

Contact: Rebecca J. Ryan

Time Commitment

Phone: (413) 586-5038

Email: hcba@crocker.com

Web: www.hampshirebar.org.

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

Fed. Work Study: No **America Reads:** No

After School

2 Semester

Min. Hours per Week **5 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Office Intern – Assist with office duties and administration of programs. Research for various projects. There are opportunities to shadow attorneys.

Mission: Hampshire County Bar Advocates provide legal representation to indigent clients in district court criminal cases. The Bar Association is comprised of attorneys, judges, and legal professionals. We administer a variety of programs for the general public, and provide services, support and networking opportunities for our members.

Goals: To assist in the administration various programs for the community and help will social event for the members. Also, to provide the intern with an opportunity to shadow attorneys in the criminal courts.

Skills: Familiarity with Microsoft Office programs (Word, Excel, Access, etc.) and social media, and the ability to work well with people.

Training: Intern would work in an office with the Program Director with minimal direct supervision.

Directions: Gothic Street is located off Rte. 9 in downtown Northampton.

Holyoke STEM Academy Tutoring/ Mentoring Program

1045 Main Street, Holyoke, MA 01040

Walking Distance: No **Handicapped Accessible:** Yes **On Bus Line:** No

Time Commitment

Contact: Xianxiu Xie

Phone: 204-712-3004

Email: stemvista@smith.edu

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

After School

2 Semester

Fed. Work Study: N/A **America Reads:** N/A

Min. Hours per Week **3Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Intern – Tutoring and modelling for local middle school students

Directions: Support local urban middle school for STEM education; build connections for nurturing self-efficacy

Goals: Increase middle school students' interest in STEM

Skills: Have patience and an ability to demonstrate your self-efficacy as a role model for the students

Training: One training; some training onsite or online training will be required.

Directions: As of now, carpooling is available.

Homework House

Office: 54 North Summer Street Site: 340 Chestnut Street Holyoke, MA 01040

Walking Distance: No **Handicapped Accessible:** No **On Bus Line:** Yes

Contact: Joanne O'Toole	<input type="checkbox"/> Days	<input checked="" type="checkbox"/> Fall Start
CSO Student Fellow: Jennifer Warren	<input type="checkbox"/> Evenings	<input checked="" type="checkbox"/> Spring Start
Phone: 413-313-8615	<input type="checkbox"/> Weekends	<input checked="" type="checkbox"/> 1 Semester
Email: jotoole@homeworkhouseholyoke.org cso@smith.edu	<input checked="" type="checkbox"/> After School	<input checked="" type="checkbox"/> 2 Semester
Web: www.homeworkhouseholyoke.org	Min. Hours per Week 2 Hrs	<input type="checkbox"/> 3 Semester
Fed. Work Study: Yes America Reads: Yes		

Time Commitment

PLACEMENT / PROJECT DESCRIPTION

Tutor – See goals. Please complete an online application at:
<http://www.homeworkhouseholyoke.org/index.php/volunteers/volunteer-application>

Mission: Homework House provides free tutoring and mentoring for children who are at-risk for academic failure and dropping out of school. We give children a loving and caring environment in which to improve their skills in reading and math. We help them improve their literacy skills so they can become productive members of our community. We work towards rekindling their interest in learning and self-improvement. Services are provided to school-age children without regard to race, religion, ethnicity, or gender.

Goals: To assist students enrolled in 1st through 8th grade with homework completion and improvement of reading and math skills. The volunteer will also act to enhance self-esteem and confidence in the student through encouragement and positive reinforcement. To build a positive and supportive relationship that will engage and motivate students to work towards the improvement of ability and effort in all academic subjects, attitude about school and academic achievement.

Our program runs after school, Monday through Friday and we ask volunteers to come at least one day (preferably two days) per week consistently.

Skills: Patience and enthusiasm. Ability to effectively communicate sensitivity, respect and understanding of the needs of underachieving students. Ability to establish and maintain a trusting and positive working relationship with students. Accepting of people from different cultures, backgrounds and ages. Commitment to bettering lives through education. (No previous teaching experience necessary.)

Training: Orientation and training are provided prior to starting. Training/support also happen at monthly reflection luncheons.

Directions: To reach 340 Chestnut Street, take 91 South from Smith to exit 16. Turn left at exit and go through 3 traffic lights. At 4th light, take a right and a left at the next light. After this left, take a quick right onto Franklin Street and go straight for 3 blocks. At the Chestnut Street cross street, our building is a large red brick building on the left between Chestnut and Maple streets. There is a parking lot on the left. Park there and enter into the back lower level door to sign in.

International Language Institute of Massachusetts

25 New South St., Suite 101, Northampton, MA 01060

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Amy BenEzra

Phone: 413-586-7569 ext.100

Email: AMY@ILI.EDU

Web: www.ili.edu

Time Commitment

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **4Hrs**

3 Semester

Fed. Work Study: Yes

America Reads: No

PLACEMENT / PROJECT

DESCRIPTION

Activities Volunteer – Do simple after-school or weekend activities with our students

Assist with prep for (and at) our annual Giving Voice Spring fundraiser – Help organize event

Self-Access Lab Volunteer – Help students with work in the computer lab, or maintenance of the computer lab.

Social Media Assistant (Primary) – create social media calendar and posts including short videos (with subtitles, if possible)

Volunteer lunchtime conversation – Eat lunch on site with students while chatting in English

Volunteer Office Help – Assist teachers and administrators with various projects.

Volunteer Tutor – NO TRAININGS AT THIS TIME: Tutor Department of Education adult immigrant students and pre-academic students in English. 3 semester commitment.

Mission: To promote intercultural understanding by providing quality language instruction and teacher training. Founded 1985.

- Goals: To promote intercultural understanding.
To gain skills in social media promotion for non-profits.
To gain skills in teaching English to speakers of other languages.
- Skills: SOCIAL MEDIA ASSISTANT: Knowledge of Facebook, Instagram and Google. Ability to create short videos using a smart phone. Knowledge of iMovie a plus but not required. Good interpersonal skills and ability to interact with international students.
OFFICE HELP: low intermediate or higher English skills. Must be a self-starter. LAB
VOLUNTEER: good English, good computer skills, patient, able to teach. TUTORING:
Volunteer Tutor Program is not offering trainings at this time. Fluent English - language skills in speaking, listening, reading and writing. All tutoring is done in English, so it is not necessary to speak any language other than English. See website for more information. No trainings at this time. Still working with tutors already trained.
- Training: Not at this time. ILI provides a workshop to community volunteers who tutor current and former students. Tutors need to attend two 3-hour training sessions, observe 6 hrs. of ESOL classes, attend one in-service follow-up session 1-2 months later.
- Directions: From Elm Street, proceed toward downtown. The building is the big yellow brick one, just before the Academy of Music.
-

Kensington International School Young Scholars Program

Kensington International School 31 Kensington Avenue Springfield, MA 01108

Walking Distance: No **Handicapped Accessible:** No **On Bus Line:** No

Contact: CSO Student Fellow—Hannah Gates

Time Commitment

Phone: 413-585-3060

Email: cso@smith.edu
hgates@smith.edu

Days

Fall Start

Web: www.springfieldschoolvolunteers.org

Evenings

Spring Start

Fed. Work Study: Yes **America Reads:** Yes

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **3 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Tutor/Mentor – work 1-1 or in small groups within the classroom. Grades 1-5

Mission: To provide 1:1 support for children who are recently re-settled refugees or ELL students who are experiencing trauma due to relocation by encouraging their academic success and social acculturation to the school community.

Goals: Working with children in the classroom to focus on both academic and social school success, tutor/mentors will provide extra individual support helping the tutees. Content areas that tutors focus on include: reading comprehension and readiness, vocabulary, math/science, ability to decipher background and contextual information in their classroom assignments, expanding their speaking in English by encouraging them to speak in full sentences, utilizing new vocabulary words, participating in class discussions, and gaining confidence as a young scholar.

Skills: Open to developing a respect and understanding for the arduous journey that refugees experience by being non-judgmental and interested in supporting a child's academic and social success. Tutor must be willing to make a regular weekly time commitment 8:30am-12:00pm or 12:15-3:00pm; M-F options. A two-semester commitment is preferred.

Training: Interview/meeting and on-going support. Attend 2 on-campus reflection lunches per semester. On-site coordination is provided by teacher Rob Douglas.

Directions: Take 91 South to exit 4 toward MA-83 S/Main St/ East Longmeadow. Turn left under I-91 following signs to Rt. 83. Quick right up Longhill Street; continue following signs for Rt. 83. Turn left onto Sumner Ave. Turn left onto Oakland Street. Cross Dickinson St. Turn right onto Bloomfield St. Take a left into school parking lot and enter school through back door on Bloomfield St.

MANNA Soup Kitchen, Inc.

48 Elm St. - St. John's Church 297 Main Street- Edwards Church Northampton, MA 01060

Walking Distance: Yes **Handicapped Accessible:** No

On Bus Line: No

Contact: Claire Troiano

Phone: 413-588-2333

Email: ctroiano0123@gmail.com

Web: <http://www.mannasoupkitchennorthampton.org/>

Time Commitment

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

Fed. Work Study: No **America Reads:** No

After School

2 Semester

Min. Hours per Week **3 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Volunteer for Saturday noon meal or other times. – Help prepare, serve, and clean up one meal. Serve food buffet-style and relate respectfully to guests.

Mission: The MANNA Soup Kitchen, Inc. strives to provide hot, healthy meals to hungry people in the local community. We work to create a safe and hospitable setting where guests can find warmth and fellowship and be treated with respect. At present we serve 3 meals every week year-round and community dinners on Thanksgiving and Christmas Day.

Goals: To become familiar with the workings of a soup kitchen and be aware of the lack of food security for many people in the local community.

Skills: None - will train. Should be comfortable with the guests and flexible about tasks.

Training: Training in basic familiarity with kitchen skills. Additional training is provided for any volunteer who feels in need of more instruction.

Directions: MANNA'S Saturday noon meal takes place at the Edwards Church, 297 Main St. (at the corner of Main and State Streets, across the street from the Academy of Music) in Northampton. Side entrance is at the back of the church, facing State St. Volunteer hours are 10:00 a.m. to 1:00 p.m.

Massachusetts Fair Housing Center

57 Suffolk Street Fourth Floor Holyoke, MA 01040

Walking Distance: No **Handicapped Accessible:** Yes **On Bus Line:** No

Time Commitment

Contact: Ashley Grant Days Fall Start
Phone: 413-539-9796 x102 Evenings Spring Start
Email: agrant@massfairhousing.org Weekends 1 Semester
Web: www.massfairhousing.org After School 2 Semester
Fed. Work Study: No **America Reads:** No Min. Hours per Week **8 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Fair Housing Intern – Conduct housing discrimination complaint intakes, investigations and engage in legal advocacy

Public Policy Intern – Conduct research on significant policy issues to advance fair housing principles and promote equal housing opportunities

Social Media Intern – Educate the community about civil rights in housing, through creative use of social media

Directions: The Massachusetts Fair Housing Center is committed to ending systemic housing discrimination through education, outreach, legal advocacy, housing counseling and enforcement.

Goals: Fair Housing Intern/Extern will conduct complaint intake, interview clients, conduct legal research, draft housing discrimination complaints, and prepare fair housing outreach materials. Public Policy interns will conduct research on policy issues to advance fair housing in the public and private sectors.

Social Media intern will creatively use social media to engage with and educate the community about civil rights in housing.

Skills: Must have an interest in and passion for civil rights and public interest work. Reliable transportation and Spanish speaking preferred.

Training: All training necessary will be provided by MFHC staff. Students will be presented with written material to initiate their training.

Directions: South on Interstate 91. Take exit 17 (route 141). Turn left at light at end of ramp. Go straight through next light. Keep straight on Dwight. Turn right on Maple Street. Take first left onto Suffolk Street. We're on the corner of Maple and Suffolk at 57 Suffolk Street. Bus Lines: B48 (20 min ride).

The Smith College Mindich Teaching Fellowship

Jandon Center for Community Engagement, Wright Hall, Smith College, Northampton, MA 01063

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Nicole Walsh

Phone: 413-585-4650

Email: nwalsh@smith.edu

Web: <https://www.smith.edu/academics/jandon-center/urban-education>

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week: Varies by semester

Fed. Work Study: No

America Reads: No

Time Commitment

3 Semes

PLACEMENT / PROJECT

DESCRIPTION

Mindich Fellow –

work as part of an active cohort of curious undergraduate students from across the five colleges who choose to engage deeply with educational issues.

Mission: The Mindich Fellowship in Education is an intensive education pathway and teacher apprenticeship program that connects students with those working in education.

Goals: This year long fellowship provides an opportunity to explore the question of why has it proven so difficult in the United States to create more schools and districts where educational opportunity is distributed fairly. While we explore this question broadly during a spring seminar, a series of fall orientation sessions and full time January internship in an educational setting in an American city will be the basis for understanding how educators and policymakers attempt to provide a quality educational experience for students when issues associated with their social and economic environment often present significant obstacles to teaching and learning.

Skills: Desire to engage deeply with educational issues, previous experience and/or willingness to learn about working with youth in a classroom setting.

Training: Five fall orientation sessions held at Smith College, a full-time (school day) internship (1 credit) during the January intersession, a spring seminar (3 credit) at Smith College: EDU 299 Rethinking Educational Leadership & Policy for Tomorrow's World

Directions: The Jandon Center is in the basement of Wright Hall, across Chapin Lawn from the Campus Center.

Northampton Survival Center

265 Prospect Street, Northampton, MA 01060

Walking Distance: Yes **Handicapped Accessible:** Yes **On Bus Line:** No

Contact: Diane Drohan

Phone: 413-586-6564

Email: diane@northampton-survival.org

Web: www.northampton-survival.org

Fed. Work Study: Yes **America Reads:** No

Time Commitment

- | | |
|--|--|
| <input checked="" type="checkbox"/> Days | <input checked="" type="checkbox"/> Fall Start |
| <input checked="" type="checkbox"/> Evenings | <input checked="" type="checkbox"/> Spring Start |
| <input type="checkbox"/> Weekends | <input checked="" type="checkbox"/> 1 Semester |
| <input checked="" type="checkbox"/> After School | <input checked="" type="checkbox"/> 2 Semester |
| Min. Hours per Week 2 Hrs | <input type="checkbox"/> 3 Semester |

PLACEMENT / PROJECT

DESCRIPTION

Pantry Facilitator – stocking food shelves, fridges, freezers, produce; sorts clothing donations; straightens kids’ book are; quality control on incoming community donated food; helps clients with their produce and grocery selection.

Mission: The Northampton Survival Center is dedicated to improving the quality of life for low-income individuals and families throughout Hampshire County by providing nutritious food and other resources in an atmosphere of dignity and respect.

Goals: We strive to match up enthusiastic individuals with tasks that are well suited for them. It is very important the volunteers are able to honor their commitments. In our experience, many student volunteers have the best of intentions but may not be realistic about what they can fit into their already busy schedules. Please be mindful of this when considering a volunteer position at the Center.

Skills: Responsible, warm, attentive to detail, works well with others.

Training: Individual, informal, supervision by volunteer coordinator and/or staff.

Directions: From Helen Hills Hills Chapel, drive toward the Quad on Elm Street. Make a right on Franklin, turn left onto Prospect. The Northampton Survival Center will be on your immediate right. Alternatively, walk or drive down Prospect St. at the intersection of Rt. 9 and Prospect, just across the street from John M. Greene Hall. Continue on Prospect for about eight tenths of a mile. The Survival Center will be on your right.

Nuestras Raices, Inc.

329 Main Street, Holyoke, MA 01040

Walking Distance: No

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Hilda Roque

Time Commitment

Phone: (413) 535-1789

Days

Fall Start

Email: kcapois@nuestras-raices.org

Evenings

Spring Start

Web: www.nuestras-raices.org

Weekends

1 Semester

Fed. Work Study: Yes **America Reads:** No

After School

2 Semester

Min. Hours per Week **5 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

- Community Garden Outreach Support – Work with Community Garden Coordinator on outreach to Holyoke residents to fill 125 community garden plots.
- Crop Production Support – Support the Farm Manager with production of various specialty and cultural crops, and upkeep of our demonstration plot, youth garden, and main production field.
- Farmers Market Assistant – Work with Farmers Market and Program Coordinator to recruit vendors for the Nuestras Raices farmers market, and aid in the organization of the market.
- Grants/Research Assistant – Support the Director of Development with identifying and writing grants to fund the organizational strategic plan and assisting with community based research projects.
- Greenhouse Support – Support the Farm Manager with greenhouse operations in multiple greenhouses.
- Office Assistant/Receptionist – Support Office Bookkeeper and assist in any office tasks.

Mission: Our mission is to create healthy environments, celebrate “agri-culture,” harness our collective energy, and to advance our vision of a just and sustainable future.

- Goals: Nuestras Raices promotes economic, human and community development in Holyoke through projects relating to food, agriculture and the environment. It draws its membership and its leadership from its network of community gardens.
- Skills: Project placement will vary with skills and interest of each volunteer. Spanish is very helpful, experience working with youth is helpful, as is knowledge of agriculture or gardening, and farm tools.
- Training: Volunteers will be primarily supervised by the director of their respective project, with additional support from the volunteer coordinator.
- Directions: Our main offices are located at 329 Main Street in Holyoke (handicapped accessible), our farm is located at 24 Jones Ferry Road (not handicapped accessible).
-

Pioneer Valley Habitat for Humanity

140 Pine St, Room 3 P.O. Box 60642, Florence, MA 01062

Walking Distance: No

Handicapped Accessible: Yes

On Bus Line: No

Contact: Lindsay Berry

Time Commitment

Phone: 413-586-5430

Days

Fall Start

Email: lindsay@pvhabitat.org

Evenings

Spring Start

Web: www.pvhabitat.org

Weekends

1 Semester

Fed. Work Study: No **America Reads:** No

After School

2 Semester

Min. Hours per Week **2 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Campus Chapter Leadership – Participate in the efforts to engage Smith students in Habitat

Construction – Framing, drywalling, roofing, landscaping, painting, door & window installation, siding. Sat. 9:00 a.m.-4:00 p.m.; Sun. 12:00-4:00 p.m.

Data Entry Assistant – Assist with database management, data entry, and other administrative tasks in support of our mission.

Social Media Coordinator – Update and maintain our Facebook and Twitter pages.

Volunteer Engagement Assistant – Assist Volunteer Coordinator in tracking and updating information on volunteer involvement

Mission: Our goal is to make homeownership possible for low-income families in our region. Through the donation of money, land, expertise, and labor we commit ourselves to construct affordable, sturdy houses. We are committed to providing our families with the supportive services necessary to become successful and responsible homeowners. We challenge our community to share from its abundant resources, labor and capital, with those in need. We pledge ourselves to the building of genuine community through the shared labor of constructing decent, affordable homes for those less fortunate than ourselves.

Goals: To identify and achieve specific organizational tasks that serve the needs of the volunteer and Pioneer Valley Habitat.

Skills: No construction skills needed to be involved in building--just a willing spirit. Attend a 1-hour orientation and then you can build with us on our Habitat houses, or volunteer at our events. I can come on site to Smith College to lead an Orientation for 10 or more people. No long-term commitment required. Sign up for 1 construction shift at a time. You are only committed to that shift.

Training: Yes, depending on assignments.

Directions: PVH Office: From Smith, take Rte. 9 west. At Florence Center, turn left onto Maple; take 2nd right onto Pine St. At stop sign, with Florence Congregational on left--Florence Community Center is to the right of the church. PVH is located on the top floor of the Community Center. Builds take place throughout the Pioneer Valley.

Project Coach

Jandon Center for Community Engagement, Wright Hall, Smith College, Northampton, MA 01063

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Jo Glading-DiLorenzo

Time Commitment

Phone: 413.585.3369

Days

Fall Start

Email: jdilorenzo@smith.edu

Evenings

Spring Start

Web: <https://www.smith.edu/academics/jandon-center/urban-education>

Weekends

1 Semester

Fed. Work Study: No **America Reads:** No

After School

2 Semester

Min. Hours per Week **16 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

PC Graduate Fellow – PC Fellows work as coaches and team leaders in Project Coach's afterschool program Tuesday-Friday from 3 to 7pm and one Saturday a month. For their participation in the program, fellows receive tuition waivers equal to the cost of their graduate programs.

Mission: Training teens to be leaders is at the heart of our mission. We also provide the scaffolding to enable our teens to be successful in school and community. Through our partnership with Smith College, our teens receive weekly tutoring and educational support. This academic enrichment is crucial to bridging the educational divide in Springfield, MA, whose high schools have some of the highest dropout rates in the state. Project Coach provides college and career readiness support to our teens, and mentorship as they graduate high school and transition into adulthood. Additionally, Smith College undergraduate and graduate students aid our teen coaches in teaching literacy lessons and giving homework help to elementary school children in inner-city schools struggling to meet minimum academic standards. For the majority of the elementary school children we serve, Project Coach's after-school fitness and sports programs are the only sports programming available to them.

Goals: Project Coach works to bridge the economic, educational and social divisions facing Springfield youth by empowering and training inner-city teens to coach, teach, and mentor elementary school students in their neighborhoods. Our fellowship is a singular opportunity for aspiring teachers to explore the critical factors that shape a child's life. Project Coach provides free after-school recreation and academic help to children from proud, yet disadvantaged communities.

Skills: Desire to engage deeply with educational issues, previous experience and/or willingness to learn about working with youth in an extracurricular setting. Must be a currently enrolled Graduate Student.
Undergraduate students may participate in weekly tutoring at local elementary schools

Directions: The Jandon Center is in the basement of Wright Hall, across Chapin Lawn from the Campus Center.

Project SPARC

Jandon Center for Community Engagement, Wright Hall, Smith College, Northampton, MA 01063

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Erin DeCou

Time Commitment

Phone: 413.585.2793

Days

Fall Start

Email: edecou@smith.edu

Evenings

Spring Start

Web: <https://sophia.smith.edu/projectsparc/>

Weekends

1 Semester

Fed. Work Study: No **America Reads:** No

After School

2 Semester

Min. Hours per Week: **2 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Project SPARC – a PAR research support role. In this role, students may be plugged into the various aspects of our project (i.e. getting the word out, logistical and writing support) In this Springfield based Participatory Action Research Project, students may support various action steps for the second year of our research work: a mentorship program, a young adult advocacy task force, a digital resource guide, as well as general or specific support in advocacy work, research, and writing support. Those interested in the transition to young adulthood, emerging adulthood, mentoring, social change work and higher education access and advocacy highly encouraged to reach out!

Mission: Project SPARC (Springfield Participatory Action Research Crew) explores how emerging adults in Springfield experience the transition to adulthood after high school. We hope to understand their initial aspirations, how those aspirations played out or changed after leaving high school, and how they navigated the barriers and obstacles they encountered.

Goals: Project SPARC is a team of community researchers from New North Citizens Council, Smith College, Project Coach and the Springfield community-at-large looking into the path Springfield youth take after high school as they move towards independence and young adulthood. This federally funded project is a participatory action research project, meaning that 1) the community most impacted by the issue we are researching is deeply involved in the research process, and 2) our goal is to generate and pilot community solutions in addition to understanding the issue.

Skills: Students interested in plugging into this project should be ready for flexible and dynamic work, be organized and self-motivated. Desired skills around Writing (i.e. blog entries) Social Media, Audio/Visual editing, etc., Research Analysis & Synthesis.

Directions: The Jandon Center is in the basement of Wright Hall, across Chapin Lawn from the Campus Center.

Safe Passage

76 Carlon Drive, Northampton, MA 01060

Walking Distance: Yes **Handicapped Accessible:** Yes **On Bus Line:** No

Contact: Sara Sacks

Time Commitment

Phone: 413-586-1125

Email: volunteer@safepass.org

Days

Fall Start

Web: www.safepass.org

Evenings

Spring Start

Weekends

1 Semester

Fed. Work Study: Yes **America Reads:** No

After School

2 Semester

Min. Hours per Week **4 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Childcare Provider – Allow parents of small children from the community to access support groups. Provide childcare for clients in shelter during groups, meetings, and appointments. Engage children in creative, non-

Community Engagement – Join Safe Passage in supporting and tabling at local events like marching at Pride.

General Shelter Support – Assist shelter staff and clients in the day to day running of the facility. Tasks range on a day to day basis.

Hotline Advocate – Provide crisis intervention, peer support, information/referrals on hotline. *Evening and weekend shifts available. *

Legislative Outreach – Reach out to your legislators to support important policy initiatives.

Social Media Ambassador – Advocate for social justice through your social media accounts. Safe Passage provides material for volunteers to speak up about interpersonal violence and advocate for change.

Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families. We engage our community. We advocate for systemic change.

Goals: To assist Safe Passage staff and survivors of abuse, as well as to provide volunteers and interns with a valuable learning experience.

Skills: 1) Commitment to social justice advocacy and passion for putting an end to interpersonal violence. 2) Willingness to communicate with the community about domestic violence the need for prevention/intervention. 3) Commitment to working with adults and children from diverse backgrounds who have experienced domestic violence. 4) Ability to use effective communication techniques (listening, mirroring...) 5) Knowledge of or willingness to use appropriate support tools. 6) Commitment to complete a training program held on weekends or weeknight evenings.

Training: Volunteers are required to attend training for a certain number of hours specific to their chosen role as a volunteer. Some volunteers must only complete a 3-hour orientation. Other volunteers must complete 28 hours of training.

Directions: Our community office is located at 76 Carlon Drive, Northampton Ma. Carlon Drive is off King street, behind the fire station and Northampton Athletic Center.

Springfield School Volunteers

1550 Main Street, 3rd floor, Springfield, MA 01103

Walking Distance: No **Handicapped Accessible:** Yes **On Bus Line:** Yes

Contact: Jennifer Valentin

Time Commitment

Phone: (413) 787-7100

Email: valentinj@springfieldpublicschools.com

Days

Fall Start

Web: www.springfieldschoolvolunteers.org

Evenings

Spring Start

Fed. Work Study: Yes **America Reads:** Yes

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **1 Hr** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Academic Support – K-12; subject specific; one-on-one or small group tutoring

Academic Support – K-12; classroom or large group support
general

Early Literacy Support – K; one-on-one or small group targeted interventions to support
foundational literacy skills

Mentoring – 1-12; one-on-one relationship building & social-emotional support

Mission: To promote and facilitate learning-focused community involvement in support of the Springfield Public Schools' goal of ensuring that every child attain a high level of academic achievement in a safe and supportive environment.

Goals: To provide encouragement, guidance, motivation, social-emotional and academic support to students in the Springfield Public Schools.

Skills: Volunteers should enjoy working with young people. Tutors should possess skills that will assist students to reach proficiency. To tutor mathematics at higher levels, volunteers should be well-prepared and have a strong background in the subject. Mentoring and Early Literacy programs require training, provided by SSV.

Training: Volunteers will work under the guidance of a teacher.

Directions: Rte. 91 South to Springfield. Springfield School Volunteers (1550 Main Street) provides specific directions to each of the schools.

STEAM Ambassadors

Jandon Center for Community Engagement, Wright Hall, Smith College, Northampton, MA 01063

Walking Distance: Yes

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Deborah Day

Time Commitment

Phone: 413-585-3932

Days

Fall Start

Email: dday@smith.edu

Evenings

Spring Start

Web: <https://www.smith.edu/academics/jandon-center/stem-outreach>

Weekends

1 Semester

Fed. Work Study: No **America Reads:** No

After School

2 Semester

Min. Hours per Week **Varies** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

STEAM Ambassadors – partake in a variety of single or multiple session leadership opportunities throughout the academic year. Partnerships include local schools, after-school programs, adult education centers or community organizations who request STEAM experiential educational opportunities.

STEAM Fellows – undergraduate students who have a passion for connecting STEAM-related content, inspirational activities and experiential learning opportunities with community needs who work in the Jandon Center.

Goals: Our evolving STEAM initiatives continue to include on- and off-campus opportunities, and our connections with learning partners span a multitude of communities, including K–12 educational institutions through adult learning organizations. We are also widening our reach to include essential partners focused on humanitarian, social justice and environmental awareness efforts.

Skills: Students should be reliable and have good communication skills.

Directions: The Jandon Center is in the basement of Wright Hall, across Chapin Lawn from the Campus Center.

The Food Bank of Western Massachusetts

97 N. Hatfield Road P.O. Box 160 Hatfield, MA 01038

Walking Distance: No

Handicapped Accessible: Yes

On Bus Line: No

Contact: Amanda Reynolds

Time Commitment

Phone: 413-203-6316

Email: amandar@foodbankwma.org

Web: www.foodbankwma.org

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

After School

2 Semester

Min. Hours per Week **N/A**

3 Semester

Fed. Work Study: No **America Reads:** No

PLACEMENT / PROJECT

DESCRIPTION

Internship: – Seeking interns on a rolling basis for our development department.
Development Learn what it takes to raise money for a large non-profit.

Volunteer: Food – The Food Bank of Western Massachusetts distributed 11.7 million pounds of food to over 223,000 people in the four counties of western MA in 2018. Help sort food for distribution in our warehouse. Weekdays 9am-12pm and 1pm-4pm.

Volunteer: Nutrition – Help our nutrition team put on cooking demonstrations, give grocery store tours, and hand out food samples and answer questions about nutrition at Brown Bag and Mobile sites.

Volunteer: Brown Bag – Help our Brown Bag team by assembling grocery bags, lifting bags and assisting projects. Brown Bag sites are in Northampton and Springfield.

Mission: The mission of The Food Bank of Western Massachusetts is to feed our neighbors in need and lead the community to end hunger.

Goals: For volunteers: The Food Bank of Western Massachusetts seeks to provide the motivated and engaged members of our community with meaningful volunteer opportunities, where

volunteers really know that their work is important, and their presence is needed. We understand volunteer opportunities as a reciprocal relationship: a great experience for you, and much needed work for us!

For internships: The Food Bank of Western Massachusetts seeks to provide meaningful internship opportunities to students with a passion for food justice. Your supportive, comprehensive, and creative work experiences will help The Food Bank in its mission to end hunger, while also providing you with an important work experience to inform your future career path and work-place selection.

Skills: Volunteers sorting food in our warehouse may need to lift up to 30lbs. Must wear closed toed shoes and be at least 16 years of age. Please note: we have NO minimum requirement for volunteer hours. Interns must be well-organized, motivated individuals who are able to work creatively on a team. Must be able to commit to at least one 4-hour shift per week.

Training: Training is provided and varies by volunteer position

Directions: Take 91 N to exit 22 (North Hatfield). Bear right (north) onto Rt 5 and 10. Drive half a mile; turn right onto North Hatfield Road. The Food Bank is 1 mile up on the right.

The Literacy Project

James House Community Center 42 Gothic Street Northampton, MA 01060

Walking Distance: Yes **Handicapped Accessible:** Yes **On Bus Line:** Yes

Contact: Margaret Anderson/Susan Dorais

Time Commitment

Phone: 413-774-3934 ext. 15

Email: volunteer@literacyproject.org

Web: www.literacyproject.org

Days

Fall Start

Evenings

Spring Start

Weekends

1 Semester

Fed. Work Study: Yes **America Reads:**
No

After School

2 Semester

Min. Hours per Week **2 Hrs** 3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Administrative – Basic administrative tasks.

Teaching Assistant – In class tutoring and teaching.

Mission: The Literacy Project offers free classes and educational programs to adults and teens in basic skills, including reading, writing, math, computers, and GED test preparation. We seek to help low-literacy adults gain the skills, knowledge and confidence to move forward towards their own goals at work, within their families, and within the community. We see literacy and basic skills education as a fundamental part of personal and community development, and the cornerstone of social change.

Goals Our goal for tutors is to increase the individual instruction we offer to our students through the volunteer tutoring program. Our goal for administrative assistants is to provide efficient office support for our Northampton classroom.

Skills: We are seeking volunteer tutors who are patient, flexible, creative, and intrigued by the learning process. Tutors must be sensitive to wide differences in learning styles, cultures and personal backgrounds, as well as fluent in English. Classes run Monday-Friday, 9:00 a.m.-12:30 p.m.

We are seeking administrative assistants who are interested in building non-profit administrative skills and are flexible and detail oriented.

Training: Training is provided through both in-person workshops and on-line tutorials and correspondence. Volunteer tutors are asked to complete 12 hours of training within the first 10 weeks of service.

Directions: The Literacy Project runs classes in downtown Northampton (within walking distance), Amherst (a short walk from the Amherst-Northampton bus), Greenfield, Orange and Ware (a car is required for these three sites). Directions to all sites are available on our website, www.literacyproject.org.

Treehouse Foundation & Community

One Treehouse Circle Easthampton, MA 01027

Walking Distance: No

Handicapped Accessible: Yes

On Bus Line: Yes

Contact: Kerry Homstead

Time Commitment

Phone: 413-527-7966

Days

Fall Start

Email: khomstead@treehousefoundation.net

Evenings

Spring Start

Web: www.refca.net

Weekends

1 Semester

Fed. Work Study: No **America Reads:** Yes

After School

2 Semester

Min. Hours per Week **2 Hrs**

3 Semester

PLACEMENT / PROJECT

DESCRIPTION

Fund Raising & Communications Assistant – Assist with development and grant activities for innovative non-profit (Treehouse Foundation refca.net) Work with Beth Spong, COO.

Treehouse After School Program Tutor – Be part of a team offering educational and life skills support and activities at the Treehouse Community: 2:30-5:00 pm. on any of the following days: Monday, Tuesday, Thursday

Treehouse Tuesday Evening Tutor Mentors Team! – Provide homework and educational support, play games, and establish positive, mentoring relationships. Tuesday early evening.

Youth Leadership Program Assistant – Support young people who have experiences foster care participating in the HEROES Program. Evening, Friday and occasional weekend opportunities as well as special projects.

Mission: The Treehouse Foundation (www.refca.net) is dedicated to Re-Envisioning Foster Care in America. The Treehouse Foundation's mission is: To inspire, implement and support innovative practices which ensure children experiencing foster care find their places in life-long family relationships and supportive communities that help them lead fulfilling and productive lives. Its major initiatives are the Treehouse Community in Easthampton and the Re-Envisioning Foster Care in American (REFCA) Movement. The Treehouse Community is devoted to cultivating and supporting life-long connections and promoting innovative, multi-generational and community-based solutions for children who have

experienced foster care.

- Goals:** To make meaningful contributions to Treehouse programs and the Treehouse community that will enhance community development, support children and their success, and build meaningful relationships between Treehouse and Smith College students. To expose students from Smith to an innovative program that seeks to be a model for change and re-envisioning of foster care in America. To offer students an opportunity to connect their learning goals and interests with a volunteer experience. To provide experiences that will benefit both students from Smith and the Treehouse community. To promote learning skills and confidence and build meaningful relationships.
- Skills:** Ability to make a commitment. Prior relevant experience with children and young people and ability to support learning skills is a plus. Interest and enthusiasm, curiosity and flexibility. Good relational skills and creativity. Reliability. For development: interest in learning new skills, organizational and computer skills.
- Training:** Training is designed to ensure that volunteers are informed and prepared for their roles and understand the mission and vision of the Treehouse Foundation and Community.
- Directions:** From the Chapel parking lot, turn left out of the parking lot onto Elm St. go thru 2 lights. Get in left lane and turn left at 3rd light onto New South Street. This is Route 10. Take route 10 (South Street) to Easthampton. Bear right and continue straight at the rotary as you approach town center. At the first stop light, go straight and then take left fork. You are now on Park Street. Continue down Park for just over a mile. You will see the entrance to White Brook Middle School on your left. Just past this turn, you will see the entrance to Treehouse on your left, noted by a sign for Easthampton Meadows. Proceed down to Treehouse Circle and the Community Center at 1 Treehouse Circle.
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Agency Listing by Major

Archeology/Anthropology/History

Friends of Hampshire County Homeless Inc
Decisional Training Volunteers

Biological Sciences

Holyoke STEM Academy

Computer Science

Hampshire County Bar Advocates/Bar Association
The Literacy Project

Education

Big Brothers/Big Sisters of Hampshire County
Decisional Training Volunteers Hitchcock
Center

Homework House

Kensington International School Young Scholars
The Literacy Project

Springfield School Volunteers

The Food Bank of Western Massachusetts
Treehouse Foundation & Community

English

Center for New Americans

Hampshire County Bar Advocates/Bar Association
International Language Institute of Massachusetts
The Literacy Project
Springfield School Volunteers

Environmental Science & Policy

Gardening the Community Holyoke
STEM Academy

Exercise and Sport Studies

Big Brothers/Big Sisters of Hampshire County

Government

Arise for Social Justice, Inc.

Big Brothers/Big Sisters of Hampshire County
Decisional Training Volunteers Springfield
School Volunteers

Psychology

Big Brothers/Big Sisters of Hampshire County
Center for New Americans

Decisional Training Volunteers Friends of
Hampshire County Homeless Inc International
Language Institute of Massachusetts
Springfield School Volunteers

Treehouse Foundation & Community

Sociology/Urban/American Studies

Arise for Social Justice, Inc.

Big Brothers/Big Sisters of Hampshire County
Center for New Americans

Decisional Training Volunteers Friends of
Hampshire County Homeless Inc International
Language Institute of Massachusetts Kensington
International School Young Scholars MANNA
Soup Kitchen, Inc.

Pioneer Valley Habitat for Humanity

Safe Passage Springfield School

Volunteers Treehouse Foundation &
Community

Spanish/Latin American Studies

Decisional Training Volunteers Nuestras
Raices, Inc.

Pre-Med

Baystate Medical Center

Cooley Dickinson Hospital

Pre-Law

Arise for Social Justice, Inc.

Decisional Training Volunteers
Hampshire County Bar Advocates/Bar
Association

Important Tips for Volunteers in Finding a Long-Term Placement

When Contacting an Agency via Telephone, E-mail, or Web-based Contact:

- Introduce yourself. State your interests and expertise. Ask them what positions are available. Email often works best. Follow up with a phone call if necessary.
- Make an appointment with the agency coordinator or find out if they have a group screening meeting.
- Understand that some agencies are very busy and may not return your email or phone call right away. Be patient. Take the initiative. Be politely persistent. Leave detailed messages. Feel free to call the CSO for help or information.

During the Interview / Screening Process:

- Let the agency know your time commitment. Be open and honest with the agency from the beginning.
- Ask for an orientation. It is important to know and respect the rules and regulations of an agency. Some agencies will automatically give you an orientation; with others, you may have to take the initiative and ask.
- Ask who to go to if you have questions or concerns. During the interview or any time during your placement, feel free to ask them questions. The more you understand how the agency works, the more you can offer and the more worthwhile your experience will be.

If You Have Concerns About Your Placement:

- Reassess the goals of the agency. Are they compatible with yours? Have you followed the agency's goals consistently? Have you fulfilled all of your responsibilities and been consistent with your attendance?
- Try to have an open dialogue with them about your concerns.
- Don't hesitate to call the CSO for assistance and support and/or arrange to meet with the CSO Director or a Board member.
- Remember that your role is to be a partner with the organization and help them with their projects. This means that you might have questions about their approach or procedures. Be thoughtful in how you articulate your questions given that agencies have limited resources and staffing.

Community Engagement Safety Policies for Students

Smith College Jandon Center for Community Engagement (JCCE)

In every community setting, whether rural, urban, or a small town, you need to pay careful attention to your personal safety. There are ever-present risks to safety, and we strongly encourage you to follow at all times the “best practices” listed below.

Contact the JCCE with questions at jcce@smith.edu or 413-585-3060.

Personal Safety:

- Pay careful attention to your surroundings at all times of the day and be alert at all times.
- Let friends and colleagues know where you are going, what you are doing, and when you plan to return.
- If possible, travel with another person or in a small group.
- Carry a cell phone for emergencies.
- Do not wear headphones or be so busy texting that you are unaware of your surroundings.

Safe Travel:

- Only certified drivers may drive college vehicles. Drivers must follow all safety guidelines listed in the CSO van regulations. Additionally, when transporting placement program participants, all regulations concerning permission slips and volunteer/participant ratio must be followed:
 - For more information and to review guidelines, go to:
www.smith.edu/academics/jandon-center/community-service/volunteers
- In the event of an accident or breakdown, follow the safety instructions in the key packet.
- When traveling to and from a placement, be aware of your surroundings. Have your key ready to open the car door; keep the car locked and your valuables out of sight. Do not label keys with your name or other identification. Reduce exposure to risk by taking the shortest distance and the safest route.
- Always park the van a well-lit and well-traveled location. In general, avoid parking in an underground parking garage, where it can be difficult to remove yourself from a situation. Remain visible to others around you.

On-Site Safety Considerations:

- All of our partner organizations have emergency policies to respond to fire, assaults, hostage situations, or other safety issues. Ask them to review these policies with you, so you will know how to respond should a situation occur.
- Violent situations can happen quickly anywhere at any time, so be alert. They can be home-based (domestic violence), school-based or site-based (peer-to-peer violence, an attacker coming into the school), street violence (gang- or drug-related, an assault or robbery).
- Our partner agencies are aware of incidents in the community and want to ensure your safety. Check in with agency staff to find out if anything has happened recently of which you should be aware and what steps have been taken. For instance, at times agencies have requested increased police patrols or designated specific travel routes or entrances to use when coming and going.
- Ask agency coordinators for the contact information and locations of Community Policing Substations in the community where you are working, so that if you are concerned for your safety you can contact them or go there.
- If someone confronts you in anger or you observe an escalation in tension, do not try to manage it yourself. Immediately inform agency staff so that they can respond. Do not hesitate to get agency staff involved; part of what we are teaching program participants is how to behave appropriately to ensure their safety. If you are out in the community, immediately go to a safe location, such as a store or business.
- If accosted, do not engage in a confrontation about your personal possessions. They are not worth the risk of getting hurt.
- Trust your intuition or gut. If you feel unsafe, do what you need to do to ensure your safety. Leave the situation and go to a place that is safe, then let someone in authority know about the situation.
- Keep JCCE staff informed of any situations that occur, so we can support you and provide you with additional resources, if needed.

Working with Children:

- If you are working with children up to the age of 17, you need to be aware of Smith College's Child Safety Policy and Guide. To review, please go to:
 - www.smith.edu/about-smith/risk-management/child-safety
 - Additionally, you will need to meet specific requirements by taking the following online assessments through the Five College Child Safety Certification:
 - "Safety and Well-being of Minors" (program is less than 1 hour)
 - "How Teachers and Other Educators Can Protect Our Children" (program is 1 hour)
- To start the process, to go: https://riskmgt.mtholyoke.edu/child_cert/login.php and create a profile. If you can't find your program/agency on the list, register for the program titled "unaffiliated students, staff or volunteers."

- If you are working on-campus, then you will be required to submit a Criminal Offender Record Information (CORI) check through the college. If you are working off campus, the partnering agency will have you complete one if they so choose.
- The point of reviewing the policy and guide and taking the on-line courses is to give you the skills to be a thoughtful observer who is able to identify warning signs of suspected child abuse. You are eyes and ears on the scene in protecting children from sexual misconduct.

Suggestions for Working with Children after a Traumatic Situation has Occurred:

- For some children, violence is a regular occurrence with which they must cope. They may respond in a variety of ways. Their experience does not have to mirror your experience. Wait until a child brings up the subject.
- Use active listening skills to understand the child. Let the child express the experience. Do not insert yourself or your opinions into the conversation. Be attentive and focused. Do not make judgments about what happened. For example, if a child brings up a situation, the tutor should listen to the child's concern and confirm the child's feelings. If a child says, "Somebody shot at a school bus" the tutor can say, neutrally, "I heard that happened." If the child says, "I would have been scared," the tutor can say, "Yes, I think I would have been scared too." Letting the child lead the discussion is key; avoid letting the tutor's fears compound the child's.
- Remember, you are not a counselor and that is not your role. As a mentor and role model, you can be a listener and a support. Do not attempt to serve as a therapist.
- Children may not be fully aware of a situation, so do not frighten them by making a big deal about it if it is not a big deal for them.
- If a child brings up the subject be attentive and focused. Let the child know that you are willing to listen. Let the child talk, and just follow along. Rather than ask how the child feels, say "Tell me about that," "So how is this for you?" and "What do you think?" Repeat back what the child said, to show that you are listening.
- Affirm and validate the child's experience and feelings about the situation. Tell the child it is okay to think and feel whatever the child thinks and feels. Tell the child that these thoughts and feelings make sense, that they are normal, and that it is normal to have a wide range of responses.
- Encourage the child to speak with program staff or other trusted adults, such as a teacher, neighbor, parent, or school counselor.
- If you have had such a conversation with a child, let program staff know.
- For more information, refer to www.nimh.nih.gov/health/publications/helping-children-and-adolescents-cope-with-violence-and-disasters-community-members/how-children-react-to-trauma.shtml

FOR VOLUNTEERS: Please follow the address to sign the agreement, stating that you will do your best to adhere to Jandon's best practices and safety procedures:

https://docs.google.com/forms/d/1hdQI_B5oduys2fL4GvAsgH_06uDikuccYCa_UtbKIs/viewform?edit_requested=true&fbzx=1057391532573505447



JANDON CENTER
for community engagement

www.smith.edu/academics/jandon-center

413-585-3060

jcce@smith.edu

[@jccesmith](https://twitter.com/jccesmith)

Smith College

5 Chapin Drive

Wright Hall 013, Lower Level