

# Volunteer

## At





Thank you for your interest in becoming a volunteer at the Y. The Y has a long standing history of welcoming volunteers into our agency and could not operate successfully without the help and support of community members like you.

This booklet provides information about the different volunteer opportunities that exist at the Y. Program areas listed include:

Children and Youth  
Family  
Community Support  
Seniors  
Internships

Please select one or more volunteer opportunities in which you are interested, complete the application included in this booklet and submit the application to the Volunteer Coordination Department.

The current Volunteer Coordinator is Kelly Clancy and she may be reached at 212-569-6200 ext 246 or [volunteer@ywashhts.org](mailto:volunteer@ywashhts.org).

You may also mail your application to:

Attn: Volunteer Coordinator

YM & YWHA of Washington Heights & Inwood  
54 Nagle Avenue, New York, NY 10040



## Children and Youth

### Nursery Classroom Aide

Assist the Nursery Classroom teachers in classrooms of two through five year old children who participate in the Y's Nursery School program. Tasks include working with children within the learning centers of the classroom, helping children during the lunch period, helping to facilitate music and art activities, and assisting the teachers as needed.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Monday through Friday from 9am-3:30pm, minimum of one day per week. Please note if you are interested in working with a specific age group or have specific time requirements.

**Requirements:** Minimum age 16, previous childcare experience. Please note it is important to the program and the benefit of the children that the volunteer be able to make a steady commitment

### After-School Aide

Work with students from kindergarten through sixth grade participating in the Y's after-school program, Kids' Connection. Tasks include assisting with after-school activities ranging from art projects to gym activities.

**Location:** The Y (54 Nagle Avenue)

There is also an option to assist on trips as they come up.

**Time Commitment:** Monday through Friday from 3pm-5pm, minimum of one day per week.

**Requirements:** Minimum age 18, experience with youth preferred but not required



## Children and Youth (cont.)

### After-School Homework Help

Work with students from kindergarten through sixth grade participating in the Y's after-school program, Kids' Connection. Assist youth with homework and academic concerns during the Homework Help session for students

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Monday through Friday from 3pm-5pm, minimum of one day per week

**Requirements:** Minimum age 18, teaching experience and experience with youth preferred, but not required

### After-School Special-Needs Aide

Work with special-needs students from kindergarten through sixth grade participating in the Y's after-school program, Kids' Connection. Specific information about the needs of these students can be found by contacting Laura Sataloff, the Youth Services Coordinator at [lsataloff@ywashhts.org](mailto:lsataloff@ywashhts.org)

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Monday through Friday from 3pm-5pm, minimum of one day per week

**Requirements:** Minimum age 18, experience working with special-needs students required. Please detail this experience on the volunteer application

## Internships (cont.)

### Development & Outreach Intern (Family Literacy Program)

The Y's Family Literacy program provides literacy specialists to work with children and their caregivers. Arts & crafts, skits, cooking and other projects are part of eight-week sessions that meet year round. Reading together and working on creative literacy-based projects builds confidence for parents, while children receive a positive model of literacy. The intern will work directly with Family Literacy Coordinator Angela Scardina to develop educational programming and focus on outreach to other community based organizations and schools.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Minimum of \_\_ hours per week, through June 2010

**Requirements:** Intern must possess strong computer skills, familiarity with Microsoft Office and online research, strong oral and written communication skills. Experience in educational or social work required. Experience working with elementary-school aged youth and families and bilingual skills preferred, but not required.



## Internships

### Marketing & Outreach Intern (VENTURES)

VENTURES offers a full roster of activities, lifelong learning programs, trips, classes and support service designed to enrich the cultural and educational needs of adults aged 45-65. VENTURES is currently seeking a full-time or part-time intern to aid with marketing and outreach for the program. The intern will work directly with VENTURES Coordinator Orit Glas to provide clerical support, focus on marketing outreach which will include creating and distributing flyers and e-blasts and provide event support.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Minimum of \_\_ hours per week, through June 2010

**Requirements:** Intern must possess strong computer skills, familiarity with Microsoft Office and online research, strong oral and written communication skills, strong organizational and office skills and be able to work independently,. Experience in marketing and in ESL (English as a Second Language) setting preferred, but not required

## Children and Youth (cont.)

### Harbor Heights Youth Literacy Program

Work with middle school students who have recently immigrated to America from Spanish-speaking countries and are participating in one of the Y's literacy programs, *Harbor Heights*.

Students meet twice a week and build English skills through a variety of activities including cultural activities and language-building workshops. Volunteers are needed to act as mentors to students and partners for English-learning activities

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Mondays and Fridays 4-5:30pm, minimum of one day per week

**Requirements:** Minimum Age 16, Experience in ESL (English as a Second Language) setting preferred, but not required

### After-School Youth Literacy Program

Work with youth from pre-school through fifth grade as part of the Y's after-school literacy program. Tasks include reading individually with students or in small groups, and assisting with homework and general literacy skills.

**Location:** Tuesdays: McDonald's on 170<sup>th</sup> St.

Wednesdays: McDonald's on Dyckman St.

Thursdays: The Y (54 Nagle Avenue)

**Time Commitment:** Tuesdays, Wednesdays, and Thursdays from 3-5pm, minimum one day per week

**Requirements:** Minimum Age 16, strong bilingual skills and strong English written and verbal skills preferred, previous experience with children not required but volunteer must have a motivated and energetic attitude and positive interaction with youth.



## Children and Youth (cont.)

### **Birthday Parties**

Assist staff in providing birthday parties hosted at the Y and led by specialists in athletics, dance, arts & crafts, or by preschool teachers assisted by youth counselors. Volunteers will help with set up, clean up and supervision.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Sundays

**Requirements:** Minimum age 16, experience supervising children preferred but not required. Must possess positive and energetic attitude



## Seniors (cont.)

### **Shared Care Companion**

Shared Care provides a wide range of support services to caregivers facing the demands of caring for an older adult. Services include respite support, companionship/escort service, home repair, household or personal care, case management, educational workshops, and a community resource bank. Shared Care Companions will aide in the support of caregivers by visiting those whom caregivers provide for and engaging in a variety of activities including board and card games, discussing current events or reading the newspaper aloud, and enjoying good conversation

**Location:** Off-site at clients' homes

**Time Commitment:** Minimum of one hour weekly

**Requirements:** Minimum age 18, experience working with seniors required, an interest in nursing or social work preferred but not required.



## Seniors (cont.)

### Off-Site Senior Programming

Do you have a special skill or background that seniors would be interested in learning more about? The Y's off-site programs and monthly discussion groups meet in co-ops and apartment buildings that have a significant number of senior residents. The off-site programs welcome volunteers who would like to share their talents or interests with seniors.

**Location:** 900 West 190<sup>th</sup> St, 11 Ft. George Hill, Hudson View Gardens, Castle Village

**Time Commitment:** Flexible

**Requirements:** Minimum age 14

### Friendly Visitors

The Friendly Visiting program connects volunteers with home-bound Meal on Wheels recipients. It provides companionship to enable clients to remain socially connected and involved with others. Volunteers visit for an hour each week and take part in a variety of activities including board and card games, discussions of current events or reading the newspaper aloud, and enjoying good conversation.

**Location:** Off-site at clients' homes

**Time Commitment:** Minimum of one hour weekly

**Requirements:** Minimum age 18, bilingual skills beneficial in Spanish and Russian



## Family

### Family Literacy Program

Work with families (parents and their children aged 5-9) to build general literacy skills through the Y's family literacy program. Tasks include helping to set up and clean up materials, individual or group assistance in reading and art activities and encouraging interaction within the group.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Tuesdays, Wednesdays, and Thursdays 5:30-7:30pm, minimum one day per week

**Requirements:** Minimum age 16, strong bilingual skills and strong English written and verbal skills preferred, experience with education preferred, must be comfortable working with bilingual or limited English speaking families

## Community Support

### Greeter

As a community center, the Y constantly has community members coming into our building who would like to know more about what activities take place here. Recently, the Y has begun to aid that process by adding an interactive touch screen with agency information for community members. Volunteers who act as greeters would be asked to welcome people into the Y, help community members to find out more information, and in particular to aid members in how to use the interactive touch screen to their benefit.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Flexible, minimum 2 hours, every day of the week from 9am-5pm.

**Requirements:** Minimum age 14, must have a friendly attitude and be willing to learn as much as possible about Y programs



## Seniors

### Kitchen Aide

Work with the kitchen staff to help prepare Kosher lunch at the Y's Harry and Jeanette Weinberg Senior Center which serves the social, nutritional, educational, cultural and recreational needs of adults, age 60 and older.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Every day of the week from 9-3:30, minimum of one day per week

**Requirements:** Minimum age 14. Please note there are strict requirements regarding hygiene which must be kept according to the Department of Health standards. Volunteers will be provided with these guidelines before beginning. Volunteers must also abide by Kosher guidelines and not bring any outside food into the auditorium or kitchen.

### Meals on Wheels Aide

Help Y staff prepare Kosher meals for homebound seniors in the Washington Heights and Inwood communities.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Every day of the week

**Requirements:** Minimum age 14. Please note there are strict requirements regarding hygiene which must be kept according to the Department of Health standards. Volunteers will be provided with these guidelines before beginning. Volunteers must also abide by Kosher guidelines and not bring any outside food into the auditorium or kitchen.



## Seniors (cont.)

### Wait Staff

Help serve Kosher lunch at the Y's Harry and Jeanette Weinberg Senior Center which serves the social, nutritional, educational, cultural and recreational needs of adults, age 60 and older.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Every day of the week,

**Requirements:** Minimum age 14. Please note there are strict requirements regarding hygiene which must be kept according to the Department of Health standards. Volunteers will be provided with these guidelines before beginning. Volunteers must also abide by Kosher guidelines and not bring any outside food into the auditorium or kitchen.

### Senior Educational Classes

Do you have a special skill or background that seniors would be interested in learning more about? The Y's Senior Center welcomes volunteers who would like to share their talents or interests with seniors during scheduled Senior Center classes.

**Location:** The Y (54 Nagle Avenue)

**Time Commitment:** Flexible

**Requirements:** Minimum age 14