

Connecticut Center for Arts and Technology



VOLUNTEER OPPORTUNITIES 2012- 2013

VOLUNTEER OPPORTUNITIES

PRE-REGISTRATION COORDINATORS

(Monday thru Friday – Between 10:00 am and 5:30 pm)

Time commitment based on volunteer availability

OBJECTIVE

Assist in registering prospective students for Phlebotomy and Medical Coding information sessions.

GETTING STARTED

- Complete Application
- Attend ConnCAT Information Session/training

RESPONSIBILITIES

- Collect all required documents from prospective student
- Verify that all original documents are valid
- Assign prospective student to a scheduled information session
- Maintain a record of documents collected and information sessions assigned

QUALIFICATIONS

- Strong organizational skills
- Strong communication skills

INQUIRY FIELDER

(Monday thru Friday – Between 9:00 am and 4:30 pm)

Time commitment based on volunteer availability

OBJECTIVE

Assist in the prompt distribution of information to people calling with inquiries about ConnCAT programs.

GETTING STARTED

- Complete Application
- Attend ConnCAT Information Session/training

RESPONSIBILITIES

- Answer phones
- Direct calls
- Be familiar with ConnCAT program dates and events
- Be familiar with ConnCAT staff

QUALIFICATIONS

- Strong oral communication skills
- Pleasant and professional demeanor

PROGRAMS VOLUNTEER

(Monday thru Friday – Between 10:00 am and 4:30 pm)

Time commitment based on volunteer availability

OBJECTIVE

Assist Programs Administrator with administrative tasks as needed.

GETTING STARTED

- Complete Application
- Attend ConnCAT Information Session/training

RESPONSIBILITIES

- Operating copy machine
- Operate fax machine
- File documents
- Assemble packets
- Make phone calls

QUALIFICATIONS

- Strong organizational skills
- Strong communications skills

- Able to set reliable schedule

PROMOTIONS VOLUNTEER

(Monday thru Friday – Between 10:00 am and 5:30 pm)

Time commitment based on volunteer availability

OBJECTIVE

Assist in the creation and maintenance of a contact list for program advertisement, assists with Facebook, Twitter, and website updates.

GETTING STARTED

- Complete Application
- Attend ConnCAT Information Session/training

RESPONSIBILITIES

- Identifying relevant organizations to receive information about our programs (churches, schools, non-profits, agencies, etc.)
- Contacting relevant organizations to ascertain a specific contact person
- Able to set reliable schedule
- Maintain an excel document

ACADEMIC SUPPORT FOR PROSPECTIVE STUDENTS

(Any two days between Monday and Friday – Any one hour block between 9:00 am and 2:30 pm 2 hours /week)

**Need for this position and schedule is contingent upon prospective student request*

OBJECTIVE

Provide academic assistance in the areas of reading and/or math for prospective adult students in order to assist applicants in successfully passing the entrance assessment.

GETTING STARTED

- Complete Application
- Attend ConnCAT Information Session/training
- Complete KeyTrain Assessment

RESPONSIBILITIES

- Volunteers will work with groups of up to three adult students at least once per week for at least 1 hour
- Volunteers should arrange a schedule of availability and be available during those times
- Communicate when unable to attend scheduled tutoring sessions

- Weekly lessons and materials will be provided. ConnCAT Volunteers should be familiar with the provided lessons in advance of tutoring time

QUALIFICATIONS

- Strong math and/or reading skills
- Strong communication skills
- Some college preferred

HOMEWORK ASSISTANCE

(Monday thru Friday - 2:45 to 3:45 pm)

OBJECTIVE

11TH AND 12TH GRADERS ARE ENCOURAGED TO VOLUNTEER

The objective is positive impact on academic success and attitude toward academic achievement. Volunteers will assist students with homework completion by assuring that students have a quiet and supportive environment to begin assignments, have appropriate access to computers and internet, and support with challenging assignments. Volunteers will also help students to keep an organized assignment log and homework folder.

GETTING STARTED

Complete Application/Background Check Consent Form;

Attend ConnCAT Information session/training

RESPONSIBILITIES

- Volunteers will work with small groups of 7th and 8th grade students.
- ConnCAT Volunteers should arrive no later than 15 minutes prior to begin work with the students. Students generally arrive at 3:00 pm

QUALIFICATIONS

- Some experience or desire to work with pre-teenagers
- Strong communication skills
- Good organizational skills
- Patience 😊

FUTURE PREP COUNSELOR

(Monday thru Friday - 3:25-4:20; and/or 4:25 - 5:40)

OBJECTIVE

The aim of this program is to expose youth to and develop them in the areas of job readiness skills, college and career awareness, and leadership skills. Impact will be measured by a pre and post student survey.

- PERSONAL RESPONSIBILITY FOR SUCCESS (Organization and Time Management)

- PERSONALITY ASSESSMENT
- GOAL SETTING (Focusing on a target, strategizing, executing, locating and using support)
- COLLEGE AND CAREER CHOICES (Guest speakers will be arranged)

GETTING STARTED

- Complete Application/ Background Check Consent Form
- Attend ConnCAT Information session/training

RESPONSIBILITIES

- Volunteers will work in teams with small groups of high school and/or middle school groups
- Weekly lessons/activities/discussions will be provided.
ConnCAT Volunteers should be familiar with the provided lessons in advance of the meeting time

QUALIFICATIONS

- Some College/ currently enrolled college students are welcome
- Some experience or desire to work with teenagers
- Strong communication skills

AFTER-SCHOOL SUPPORT

(Monday thru Friday – Between 2:45 pm and 6:00 pm)

Time commitment based on volunteer availability

OBJECTIVE

Maintain order and safety for student participants in the after-school program and allow for smooth transition for arrival, transition between classes, breaks, and dismissal.

GETTING STARTED

Complete Application/Background Check Consent Form

ConnCAT Information Session/training

RESPONSIBILITIES

- ConnCAT Volunteers should arrive no later than 2:45 to assure that there is proper set up prior to the arrival of youth students
- Greet students at the front door upon arrival from schools
- Identify the school that has arrived and indicate it on the ConnCAT bus list
- Distribute snacks during the breaks
- Supervise breaks

- Dismiss students back to class
- Assist with the dismissal of students by assuring that each child has been signed out by an authorized adult
- Follow specific dismissal procedure
- Make any necessary announcements to waiting parents