



Volunteer Program

- Guidelines -

How to become a Volunteer:

1. Submit an application: Complete the attached application. Please indicate which program you would like to volunteer for and send the completed application to:

MAPS - 1046 Cambridge St. Cambridge, MA 02139, Attention: Volunteer Program

2. Work/Personal References: It is important that potential volunteers are fully screened. Please submit the names of two current or former employers whom we may contact. If you have not lived in the US long enough or do not have a work history, you may submit personal references.

3. Interview: As a part of the process of becoming a MAPS volunteer, you will be invited to meet with the Division Director and/or Program Coordinator to discuss your interests.

4. Agency Approval: Within two weeks of your interview, MAPS will notify you in writing of your status as a volunteer.*

Volunteer Training and Evaluation

5. Training: Once the above four steps are completed, you will be required to attend a two (2)-hour volunteer orientation training. This will include the following:

- a) Introduction to MAPS: history of agency, description of programs & services and benefits.
- b) Introduction to volunteerism; issues of confidentiality.
- c) Overview of job description - Hands-on-training.

6. Volunteer Work: You will develop a weekly schedule with supervisor.

- The part-time Volunteer (PT) - minimum of 2 to 4 hours/week for at least a period of two (2) months.
- The full-time Volunteer (FT) - 5 to 10 hours/week for a period of four (4) months at a time.

7. Volunteer Evaluation: All volunteers are subject to a work performance evaluation. At the end of two months, for part time-volunteers, and four months for full-time volunteers, the quality of your volunteer work will be evaluated by your immediate supervisor. This evaluation will determinate whether you will continue in your volunteer position at MAPS.

Advantages of Volunteering

- Experience in health and human services, including organizational, computer, clerical and presentation skills.
- Resume development.
- Future employment opportunities.
- Networking opportunities.
- The following MAPS services free of charges: ESOL classes, Citizenship classes, Portuguese classes.
- Attendance at MAPS-sponsored training.
- Paid training, subject to availability of funds, after 80 hours of volunteer service.
- Paid certification training, subject to availability of funds, after 80 hours of volunteer service.
- MAPS Volunteer Certificate of Dedicated Service is presented at the Annual Meeting to those volunteers who contribute 120 hours.

*Volunteers who will be working directly with MAPS clients must undergo a "CORI" criminal background check before being approved for their volunteer positions.

Volunteer Job Description

TITLE: *Volunteer Newsletter Production Assistant*

JOB SUMMARY:

The Newsletter Production Assistant helps the agency publicize its activities through the quarterly agency newsletter. He/she facilitates all aspects of newsletter preparation and distribution.

RELATIONSHIPS:

Reports to: Director of Development & Communications.

Works with: Director of Development/Communications, Development/Communications Assistant, other staff as needed.

External relationships: Contact with businesses and the community.

QUALIFICATIONS:

Requirements: Bilingual Portuguese/English speaker.

Skills: Writing, photography, word processing and other computer skills helpful.

Translation ability highly desirable.

RESPONSIBILITIES:

1. Writing articles.
2. Translating articles from English to Portuguese and Portuguese to English.
3. Assisting with proofreading.
4. Taking pictures for the newsletter.
5. Helping to prepare newsletter mailing lists.
6. Distributing newsletter copies to local businesses and other community sites.
7. Other responsibilities that may, from time to time, arise.

Volunteer Job Description

TITLE: *Volunteer Sponsorship Coordinator*

JOB SUMMARY:

The Sponsorship Coordinator helps the agency obtain sponsors to underwrite fundraising activities, newsletters, programs and other activities.

RELATIONSHIPS:

Reports to: Varies

Works with: Various staff

External relationships: Contact with English- and Portuguese-speaking businesses and other community members

QUALIFICATIONS:

Requirements: Bilingual Portuguese/English speaker

Skills: Must enjoy contact with the public

RESPONSIBILITIES:

1. Contacting businesses to obtain sponsorships for special events, newsletter advertising and other purposes to help cover agency costs
2. Any other duties that may, from time to time, be requested.

Volunteer Job Description

TITLE: *Volunteer Publicity Assistant*

JOB SUMMARY:

The Publicity Assistant helps the agency publicize its activities through a variety of media.

RELATIONSHIPS:

Reports to: Director of Development and Communications.

Works with: Director of Development/Communications, Development/Communications Assistant, other staff and Board members.

External relationships: Contact with English- and Portuguese-language media.

QUALIFICATIONS:

Requirements: Bilingual Portuguese/English speaker.

Skills: Experience with publicity helpful but not necessary.

Word processing, typing, faxing and telephone skills helpful.

RESPONSIBILITIES:

1. Help in typing, labeling, copying, faxing, emailing and mailing press releases, public service announcements and other publicity materials.
2. Making follow-up calls to the media prompting them to use the publicity materials.
3. Clipping and filing newspaper articles about MAPS.
4. Other responsibilities that may, from time to time, arise.

Volunteer Job Description

TITLE: *Volunteer Fundraising Assistant*

JOB SUMMARY:

Fundraising assistants help the agency with various tasks necessary to implement successful fundraising activities.

RELATIONSHIPS:

Reports to: Director of Development & Communications.

Works with: Director of Development/Communications, Development/Communications Assistant, other staff and Board members.

External relationships: If assisting at special events, will interact with members of the Portuguese-speaking communities as well as English speakers.

QUALIFICATIONS:

Requirements: Bilingual Portuguese/English speaker.

Skills: Experience with fundraising/community events helpful but not necessary. Word processing and other computer skills helpful, but not necessary.

RESPONSIBILITIES:

1. Helping to prepare bulk mailings
2. Assisting at special events, including ticket collection, set-up, clean-up, decoration, food preparation, etc.
3. Participating in planning events
4. Helping to prepare/distribute flyers for special events.
5. Other responsibilities that may, from time to time, arise.

Volunteer Job Description

TITLE: *Volunteer Citizenship Instructor*

JOB SUMMARY:

The Citizenship Instructor provides instruction and other assistance to help prepare Portuguese-speaking newcomers for U.S. citizenship.

RELATIONSHIPS:

Reports to: Education Coordinator.

Works with: Students.

External relationships: Immigration representatives.

QUALIFICATIONS:

Requirements: Bilingual Portuguese/English speaker. Must be knowledgeable about immigration and citizenship processes. Must have knowledge of U.S. civics/history.

Skills: Teaching skills and experience necessary.

RESPONSIBILITIES:

1. Prepare a guiding curriculum for citizenship classes.
2. Teach citizenship classes at MAPS offices.
3. Escort clients as needed to citizenship exam locations.
4. Help clients fill out application forms.
5. Assist with citizenship drives planned by the agency.
6. Any other duties that may, from time to time, be requested.

Volunteer Job Description

TITLE: *Volunteer ESOL Instructor*

JOB SUMMARY:

The English for Speakers of Other Languages (ESOL) Instructor will teach English to individuals in the community, who have limited or no knowledge of the English language.

RELATIONSHIPS:

Reports to: Education Coordinator

Works with: Individuals in the community willing to learn English.

External relationship: Parties interested in ESOL.

QUALIFICATIONS:

Requirements: Bilingual in ESOL teaching/Instructor.

Skills: Experience in teaching English classes to Portuguese speakers.
ESOL teaching certificate helpful.

RESPONSIBILITIES:

1. Prepare a guiding ESOL curriculum.
2. Teach classes in English.
3. Develop/Implement classes in Cambridge/Somerville, Lowell, Roxbury/Dorchester and Allston areas.
4. Other duties that may, from time to time, be assigned.

Volunteer Job Description

TITLE: *Computer Instructor Volunteer*

JOB SUMMARY:

The volunteer computer instructor will help MAPS provide computer classes to agency staff and individuals in the community who are willing to learn basic DOS computer concepts, as well as programs such as word processing, database and spreadsheets.

RELATIONSHIPS:

Reports to: Director of Support Services.

Works with: Director of Support Services, MAPS staff and community individuals.

External Relationships: Parties interested in computers.

QUALIFICATIONS:

Requirements: Bilingual in computer teaching/instruction (Portuguese/English).

Skills: Experience and knowledge of Disk Operating Systems (DOS), 468, Pentium computers, word processing, data base and spreadsheet software.

RESPONSIBILITIES:

1. Help prepare a formal guiding computer curriculum course.
2. Teach computer classes.
3. Other duties that may, from time to time, be assigned.

Volunteer Job Description

TITLE: *Youth Assistant Volunteer*

JOB SUMMARY:

This position provides program support to the Youth Programs.

RELATIONSHIPS:

Reports to: Program Coordinators.

Works with: Program coordinators, youth and parents.

QUALIFICATIONS:

Requirements: Bilingual/Bicultural Portuguese speaker.

Skills: Ability to work with youth and families. Oral and written communication skills in Portuguese.

RESPONSIBILITIES:

1. Assist with recreational activities.
2. Assist in setting up educational group sessions.
3. Co-facilitate educational groups.
4. Monitor youth.
5. Assist in materials production.
6. Other duties that may, from time to time be assigned.

Volunteer Job Description

TITLE: *Assistant Volunteer Health Educator*

JOB SUMMARY:

This position assists the health educators in the provision of HIV/AIDS, STD and TB education and prevention to the Portuguese-speaking communities.

RELATIONSHIPS:

Reports to: Program Administrator, Disease Prevention and Education Program.

Works with: All employees in the Disease Prevention and Education Program.

External Relationships: Portuguese and Cape Verdean Creole speaking residents, community organizations, education and health institutions.

QUALIFICATIONS:

Requirements: Knowledge of Portuguese speaking communities.

Skills: Possess basic knowledge of English. Excellent oral and written communications skills required, in Portuguese and/or Cape Verdean Creole. Ability to work in stressful situations.

Special requirements: Time flexibility.

RESPONSIBILITIES:

1. Provide one-to-one education, prevention and risk-education techniques of HIV/AIDS, STDs and TB.
2. Assist the health educators in the preparation and implementation of group presentations and workshops on HIV/AIDS, STDs and TB in a linguistically and culturally appropriate manner.
3. Make referrals to testing services and other health and social services.
4. Keep records of daily activities and provide this information to the Disease Prevention Program Director for use in progress reports and evaluations.
5. Attend program volunteer and other community meetings.
6. Attend trainings and/or workshops on a variety of health issues, including HIV, STDs and TB.
7. Other duties that may, from time to time, be assigned.

OTHER:

The Program Director may assign one of the Health Educators as the immediate supervisor of the volunteer. In such case, the volunteer reports to and provides all of the documentation of daily activities to the assigned Health Educator.

Volunteer Job Description

TITLE: Assistant Elder Center Coordinator

JOB SUMMARY:

Assist Elder Center Coordinator with her duties

RELATIONSHIPS:

Reports to: Elder Center Coordinator

Works with: Elder Center Coordinator and other volunteers in the Center.

QUALIFICATIONS:

Requirements: Must be at least 18 years old. Must be Portuguese speaker. Must be comfortable working with senior citizens.

RESPONSIBILITIES:

1. Assist in planning and implementing social and recreational activities.
2. Assist with food preparation, service, and clean-up.
3. Assist Coordinator with events.
4. Other duties that may, from time to time, be assigned.

Volunteer Job Description

TITLE: *Volunteer Program Assistant*

JOB SUMMARY:

This position provides program support to the Disease Prevention and Education Program.

RELATIONSHIPS:

Reports to: Director, Disease Prevention and Education Programs.

Works with: All employees in the Disease Prevention and Education Programs.

External relationships: None

QUALIFICATIONS:

Requirements: Bilingual/Bicultural from Brazil, Cape Verde or Portugal. Oral and written communication required, in Portuguese and/or Cape Verdean Creole.

Skills: Good organizational skills. Ability to collate educational materials.

RESPONSIBILITIES:

1. Prepare and collate educational material and prevention kits, in order for health educators and outreach workers to distribute.
2. Assist in organizing and maintaining central information files and computerized database.
3. Assist with general typing and word processing.
4. Attend program volunteer and other community meetings.
5. Participate in trainings on such topics as office/clerical duties.
6. Assume additional projects as requested by the Program Director.

Volunteer Job Description

TITLE: Healthy Mind, Healthy Body program assistant

JOB SUMMARY: The HMHB program assistant will help the program coordinator with on-going activities, as described on "responsibilities". The assistant will be able to choose functions that relate to his/her own interests.

RELATIONSHIPS:

Reports to: Healthy Mind/Healthy Body Program Coordinator

Works with: Program participants

External relationships: None

QUALIFICATIONS:

Requirements: Bilingual/Bicultural Portuguese speaker. Oral and written communication required, in Portuguese and/or Cape Verdean Creole.

Skills: Good organizational skills. Ability to collate educational materials. Experience providing health/fitness and/or yoga services helpful.

Responsibilities:

1- Monitor all participants with: blood pressure, weight and other measurements on a monthly basis;

2- Take attendance for all classes throughout the month;

3- Help coordinator with updating bulletin board on monthly basis, program outreach activities and developing creative materials for community;

4- Help coordinator with mailing letters to participants on a monthly basis;

If applicable:

5- Qualified volunteer to teach yoga classes, dance classes, aerobics OR any exercise activities of volunteer's interest;

6- Provide workshops and talks related to physical and mental health;

7- Conduct meditation classes with participants

* Volunteer* Profile and Agreement Form

Name.....Date.....
Address.....

Home Telephone ()..... Work Telephone:().....
Languages Spoken.....Ethnicity.....

Male () Female () Date of Birth:.....
Whom to contact in case of emergency:
Relationship.....Tel ().....

* * *

Areas of Volunteer Interest: (Please mark an "X" next to your choice/s)

- | | | | |
|--------------------------------|-----|----------------------------------|-----|
| *AIDS/SIDA Community Education | ___ | * Office/Clerical | ___ |
| *STD & TB Community Education | ___ | *Fundraising/Planning Events | ___ |
| * Senior Center | ___ | *Healthy Mind/Healthy Body Prog. | ___ |
| * ESOL Instructor | ___ | * Citizenship Class Instructor | ___ |
| * Youth Program | ___ | *Computer Instruction | ___ |

* * *

- How did you find out about volunteer opportunities at MAPS?

- When are you available to volunteer? (Check all that apply)
 Mornings ___ Afternoons ___ Evenings ___ Weekends ___

- How many hours can you volunteer?
 2-4 hours per week ___ 5 -10 hrs. per week ___ More ___

VOLUNTEER PROFILE AND AGREEMENT FORM, Page 2

Educational Background:

School name and address	Degree	Date
1.....
2.....

Work Experience:

Employer name and address	Title	Date
1.....
2.....

References: (2 personal and one professional)

Name and address	Relationship	Telephone
1.....
2.....
3.....

Volunteer Signature:..... **Date:**

Comments:
.....

Send to: Volunteer Program, MAPS, 1046 Cambridge St., Cambridge, MA 02134

Do not write below this line (For office use only)

Interviewed by:..... Date:.....

Volunteer is interested in:

CORI check required ___ CORI check completed___

Volunteer is placed in:..... Date:

Signatures:

APPROVED BY:

Program Coordinator:..... Date:.....

Program Director: Date:

Executive Director:..... Date:.....