

New Jersey Community Development Corporation (NJCDC) Volunteer Opportunities

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Garrett Morgan Academy (GMA) - High School Education

NJCDC founded and runs an innovative high school academy with a focus on science, math, technology and engineering which serves and graduates 100% of its 100 students in the Paterson Public School District. GMA is looking for hands-on and interactive methods to expose students to career opportunities in the engineering and technology fields.

- **Volunteers can work one-on-one with students through mentoring, tutoring, and engineering assistance.**
 - Interested in a regular (monthly, quarterly) commitment.
- **Volunteers from the engineering and technology fields can host field trips / career fairs for GMA students.**

High School "Teen Centers"

NJCDC operates "teen centers" at three Passaic County high schools – Clifton H.S., Passaic Valley H.S., and Passaic County Technical Institute (PCTI) – and at the NJCDC Headquarters. These programs provide students with year round academic support services, tutoring, mentoring, counseling, life skills, health education, employment services and recreational activities.

- **Volunteers can visit the centers and facilitate workshops with participants during lunch periods or after school during the hours of 3-6pm.**
 - Examples include money management, time management, how to deal with stress, communication skills, resume writing, job search and interview techniques, team-building, current events, etc.
 - **Clifton HS** - Special need for volunteers in health field, performing arts sector, small business owners either during lunch periods or during the hours of 3-6pm.
 - **Passaic Valley HS** – Volunteers must be willing to present their program four times in a row; once for each of our four lunch periods. Lunch periods span from 10:30 am to 1:45 pm.
 - **Great Falls Teen Center** - Special need for volunteers in the area of financial literacy, and those who would like to assist in the planning of special events, such as Entrepreneurial Week. This community-based Teen Center is open between the hours of 3-8pm.

YouthBuild - High School GED and Skills Training

YouthBuild is a national program that gives youth a second chance to earn their GED and learn tangible skills applicable to a career in the trades or beyond.

- **Volunteers can assist in a one-time or ongoing capacity with construction activities.**
- **Volunteers can work one-on-one with YouthBuilders through mentoring and tutoring.**
 - Interested in a regular (monthly, quarterly) commitment.
- **Volunteers can help with administrative tasks – such as recruitment of students, researching outside-the-classroom learning experiences, grading papers, and facilitating workshops.**

After-school Programs - New Jersey After 3 – Elementary Education

NJCDC operates K-8 after-school programs at two schools in Paterson – Schools 2 and 5. These programs provide students with a safe facility, organized activities, a snack, homework help and tutoring from staff that includes certified teachers.

- **Volunteers can assist with tutoring, mentoring, and general classroom projects during the hours of 3-6pm.**
 - Interested in a regular (monthly, quarterly) commitment.
- **Volunteers can provide extra enrichment services such as dance, chess, art, etc. during the hours of 3-6pm.**
- **Volunteers can work off-site to prepare activity/lesson kits; design marketing materials and regular newsletters; assist in monitoring student attendance; fundraise donations for program match requirement.**

Paterson Family Center (PFC) - Early Childhood Education

NJCDC operates a free, full-day preschool for 105 three and four year-old children at its Spruce Street headquarters.

- **Volunteers can serve as classroom aides especially during the after care program from 3 to 6 p.m.**
 - Extra people would allow for more individualized instruction and one on one attention.
- **Volunteers can provide administrative assistance as file clerks or with inventory assessment.**

Programs for the Developmentally Disabled

NJCDC operates residential services for people with developmental disabilities and operates an Adult Training Center, or "day program," with an emphasis on vocational skills and community integration activities. *Volunteers would need training similar to that of a residential counselor, such as First Aid/CPR training.*

- **Volunteers can help organize and implement additional recreational activities for members of the day program.**
 - Examples include shopping mall outings, in-house recreational activities, and holiday celebrations.
 - Interested in a regular (monthly, quarterly) commitment.
- **Volunteers needed to organize and implement weekly exercise class.**
 - Residents would benefit greatly from any type of organized and fun class. Level would need to be for beginners to include all current residents.

Programs for the Formerly Homeless with Mental Disabilities

NJCDC also operates permanent residential services for the formerly homeless with mental disabilities. *Volunteers would need First Aid/CPR training, as well as training on dealing with individuals with addiction problems.*

- **Volunteers can serve as "Life Coaches" or "Motivational Speakers" to encourage life skills.**
 - Topics could include how to speak to employers, healthy cooking, budgeting money, etc.
 - "Life Coaches": regular (monthly, quarterly) commitment; "Motivational Speakers": one-time commitments.
- **Volunteers can help plan, design, and distribute a quarterly newsletter for residents.**
 - A great outlet for "getting to know the neighbors," and would include residents' ideas, stories, and opinions.
 - Interested in a regular (monthly, quarterly) commitment.

Programs for Youth "Aging-Out" of Foster Care

NJCDC operates transitional and permanent residential services for youth who have been part of New Jersey's foster care system, and now are "aging-out" as young adults.

- **Volunteers can assist residents one-on-one in tasks of daily living as a "Big Brother/Big Sister."**
 - Would include all mentoring tasks, such as budgeting, shopping, self-esteem issues, applying for jobs, etc.
 - Interested in a regular (monthly, quarterly) commitment.
- **Volunteers can facilitate group workshops or skills training for residents.**
 - Interested in an evening commitment, either one-time or regular (monthly, quarterly).

Assistance for NJCDC Staff

NJCDC is a full service social service and community development agency and could utilize volunteers organizationally. Unless noted, all of these can be a one-time or regular (monthly, quarterly) commitment. *Some of these opportunities require service at NJCDC's headquarters in Paterson, while others allow for service from a remote site.*

- **Volunteers can assist Development Department with database/Raiser's Edge fundraising software, graphic design for special event invitations, foundation/other fundraising research, and the planning/implementation of fundraising events (golf outing, annual dinner, etc.).**
 - Working with Raiser's Edge would enhance the skill set of the volunteer, as it is highly specialized software that is a marketable skill.
- **Volunteers can assist the Communications Department with broadening media support for NJCDC (reaching out to media contacts to introduce them to NJCDC, encourage media stories/articles about NJCDC programs).**
- **Volunteers with specific experience in real estate, planning, architecture, green building, etc. can assist the Real Estate Department on as needed basis to provide consultation and assistance with projects at no cost.**
 - Could lead to the formulation of a volunteer committee that would help with strategic development planning.
 - Interested in a regular (monthly, quarterly) commitment.
- **Volunteers can assist the Facilities Department with internet research of vendors and construction contractors; can serve as "Mr. Fix-it's" for various facilities, utilizing personal expertise.**

Upcoming One-Day Events

- **NJ After 3 "Birthday" Celebration – April 2, 2009**
 - Volunteers can assist with arts and crafts activity, games, and other birthday celebrations.
- **National Days of Service four times throughout the year – Next one: **Global Youth Service Day, April 25, 2009****
 - Volunteers can assist with clean-up project TBD.
- **"Spring Fling" Field Day for Paterson Kids – Saturday in April, 2009**
 - Volunteers can assist with set up, clean up, leading an activity, grilling, monitoring supplies or students.
- **Jersey Street Garden Clean-up Day – May, 2009**
 - Volunteers can assist with planting the garden, building benches, etc.
- **NJ After 3 Spring Carnival – Weekday in June, 2009**
 - Volunteers can assist with set up, clean up, leading an activity, grilling, monitoring supplies or students.
- **Summer "Pool Parties" – Friday afternoons, July and August, 2009**
 - Volunteers can assist with running activities, supervising kids, etc.
- **NJCDC Special Events: Golf Outing – July 20, 2009 Anniversary Dinner – October 22, 2009**
 - Volunteers can assist with soliciting prizes, preparing gift bags, staffing registration, selling raffles, etc.

For more information on any of these opportunities, contact Kathleen Long at klong@njcdc.org or 973-413-1608.