



2009- 2010 Student Work-Study Procedure

- 1) Visit our website at www.ohio.edu/communityservice to download an application.
- 2) Select up to five community organizations that you are interested in working for.
- 3) Return your completed application to the Campus Involvement Center, 339 Baker University Center for review.
- 4) After verifying your financial eligibility through Financial Aid, we will send your application to the organizations you have indicated.
- 5) Once the organization receives your application, they will determine whether or not to contact you for an interview
- 6) Once you are hired by an organization, have them send in a hiring report to the Campus Involvement Center. They can either mail it to 339 Baker University Center, fax it to 740-593-0223, or send it as an email attachment oucommunityservice@gmail.com.
- 7) All new hires who have not had a work study job within the previous quarter are **required** to stop by the Campus Involvement Center within 3 business days of being hired to fill out your I-9 and other paperwork. Failure to fill out this paperwork will result in your paycheck being delayed or withheld.

Community – Work Study

Academic Year

A Program of Community Service at Ohio University

The Community - Work Study program is an opportunity to earn money for college through the Community Service Federal Work-Study program. Ohio University undergraduates and graduate students can **work 8-10 hours a week** for a community organization in Athens for the **academic year** - and earn **\$8.50 an hour**.

The following information describes participating agencies, student eligibility and how to apply. If you are interested, fill out the forms and **return them as soon as possible to the Campus Involvement Center, 339 Baker Center**. Once all information about eligibility has been received and analyzed we will contact you about your eligibility and how to proceed. Call 740-593-4007 with any questions.

WHO IS ELIGIBLE TO APPLY?

In order to be eligible, you must:

1. Have applied for 2009-2010 Federal Financial Aid using a FAFSA or Renewal application.
2. Plan on being enrolled at Ohio University for Fall, Winter, and Spring of 2008-2009.
3. Have a calculated financial need of at least **\$2400** after Pell Grant, Ohio Instructional Grant, and scholarships are awarded (we will determine this for you from your FAFSA).

TIMELINE:

Recruitment of Students	Rolling through the school year (We will let you know when you are eligible)
Selection and interviews	Rolling through the school year (We will give your application to potential employers)
Students work on projects	September 7, 2009 – June 5, 2010

Community Organizations and Job Descriptions

ABLE Resource Center The OU Literacy Center in the College of Education provides professional development and training to ABLE staff, assists with literacy related tutoring, instruction, etc within area schools and with one-on-one tutoring within the Literacy Center. A work study student is needed to help with day-to-day operations as an office assistant. Some of the duties may include: data entry, copying, filing, and using such programs as Microsoft Office – Word, Excel & Access, etc. Contact Brian McCoy at 593-4419, mccoyb@ohio.edu.

Appalachian Peace and Justice Network (APJN) empowers groups and individuals to work for peace and social justice. They educate, provide training, and build coalitions among local and regional groups and institutions. The **Peace and Justice Intern** will assist with local peace and justice campaigns and will assist with conflict management, peer mediation and bully prevention programs. Other organizational and office duties will be assigned. **Students with video/web skills** urged to apply. **Located in town.** Contact Mara Giglio at (740) 592-2608 for more information.

Appalachian Progressive Education Center (APE Center) is a conflict resolution-oriented Arts and Character Education non-profit providing programs for K-6 schools through **fusion of the Arts, Character Education** and **hands-on learning**. APE main programs are: bullying prevention in schools, educational theater performances, arts and social skills after-school programs, and theater and music camps. **Located in town,** APE combines the talents of local and international educators, artists, musicians and community members. **APE work-study** will assist with organizational and office duties. **Students with web skills** urged to apply. We need your help! Contact Domi Adamova at (740) 707-2480, or ape.center@gmail.com for more information.

Athens Area Mediation Services Through volunteer mediators, are committed to finding peaceful solutions to individual and community disputes. One work study position is available to serve as an office assistant for the program. Depending on interesting and skills, this position may include training and opportunities as a mediator. **Located in town.** Contact John Schmieding at 594-6169 for more information about the program.

Athens City Parks and Recreation – Community Center serves as a gathering place for all ages to share in recreational activities. **Located in town.** Contact Aaron Romero (740) 592-3325 for more information.

Athens Community Television, Inc (Channel 23) provides individuals, organizations, agencies, institutions, and groups from our community with the facilities, training, and equipment necessary to produce quality television programs which are responsive to their interests, issues and needs. The students will assist the Executive Director of ACT with daily operation of the public television. Students will earn

the title Senior Producer. Priority is given to students with video/audio background. Contact Matt Green at (740) 592-2529 or mgreen@act23.com for more information.

Athens County Victims Assistance Program provides services to victims of crimes that occur in Athens County and to those who are residents of Athens County that were victimized elsewhere. Victim Advocates are needed to monitor court proceedings, assist victims with questions, and assist with public relations/community education programs. **Located in town.** Contact Denise Brooks at (740) 592-3212 or vap@frognet.net for more information.

Athens Municipal Arts Commission: ARTS/West: Work-Study students, through Athens Municipal Arts Commission, work with the ARTS/West staff and the Athens Municipal Arts Commission on a variety of administration and practical projects including: grant development, marketing, arts administration, art class assistance, technical operations, and on increasing the overall level of public arts available in Athens. **Located in town.** Contact Emily Prince at 740-592-4315 or eprince@ci.athens.oh.us for more information.

Athens ReUse Thrift Store is a community-based, non-profit organization focused on channeling reusable items out of the waste stream. ReUse's mission is to protect the environment by reducing waste, boost the local economy by creating jobs, and provide an economical shopping option for low-income area residents. ReUse is seeking a student to help with General Operations with direct service in the form of sales, receiving, pricing and organizing. **Located in town.** Contact Cathy Wilson at (740) 698-8200, Extension #12 or admin@reuseindustries.org for more information.

The Athens Foundation enhances the quality of life for the people of our region through building endowments, awarding grants, and providing leadership on key community issues. The student will assist the director by preparing mailings, filing, and other office duties which vary from day to day. In addition, the student will help prepare for board meetings, set up for presentations and other duties as assigned.

Big Brothers, Big Sisters is a private, non-profit organization that organizes adult volunteers to serve in an extensive one-on-one mentoring experience with local Athens County children. **Agency Assistants** are responsible for assisting the program staff in the facilitation and delivery of services. The primary job function is coordinating monthly activities that are open to children in the community and/or school-based programs. Additional general responsibilities will be required. **Transportation required.** Contact Jamey Bouwmeester at (740) 797-0037 or athensbbbsed@yahoo.com for more information.

Campus Involvement Center: Through the Community Service sector of the Campus Involvement Center, work-study students advance community service outreach initiatives including: counseling and advising students seeking service opportunities, developing connections with local community organizations, creating promotional materials for service opportunities, delivering presentations about service to groups, and managing organizational tasks. **Located in town.** Contact Lisa Nelson at 740-593-4007 or at ln257809@ohio.edu for more information.

Community Food Initiatives (CFI) is a membership based, non-profit organization dedicated to promoting personal and community self reliance in food production and preparation through hands-on education and mentoring. Community Garden Project Assistant will help participants of the Athens Community Gardens access educational and physical resources, assist in maintaining compost bins, and help facilitate the collection and distribution of fresh produce to low-income households. Additional responsibilities. **Transportation required.** Contact Ronda Clark (740) 593-5971 or cfi@frognet.net for more information.

The Dairy Barn is a fine arts exhibition hall and a center for crafts education and community festivals. One - three Program Assistants will work to promote educational programs, recruit, and orient students and

prepare classrooms and materials. Students will work with exhibition materials and assist in programming. **Located in town.** Contact Andrea Lewis at 592-4981 or andrea@dairybarn.org for more information.

The Gathering Place is a non-residential community support program for adults who have experienced mental illness and focuses on reengaging mental health consumers in community life. Two **Community Support Workers** will engage individuals in meaningful activities and relationships, such as playing cards, helping participants use a computer or prepare meals and helping facilitate a discussion group. **Located in town.** Contact Scott Kreps at (740) 592-2690 for more information.

The Government Channel Television is a non-partisan government access channel that provides the citizens of Athens with information about city government, access to government offices, public safety initiatives, and community involvement. Two News Producers/Journalists are needed to assist in the development, writing, and hosting of the Government Channel. **Located in town.** Contact Scott Thompson at (740) 592-2900 for more information.

Habitat for Humanity works in partnership with people in need to build and renovate decent and affordable housing. The houses are then sold to those in need at no profit without any interest charged. Two Resource Development Coordinators are needed to plan, organize fundraising events. **Located in town.** Contact Vivian Stevenson at (740) 592-0032 or habitat@frognet.net for more information.

Helen M. Robinson Center for Reading is an early intervention reading tutoring program for children in grades K-6. Tutors work with students developing reading skills. The responsibilities of a reading tutor include working with one or two children. Lesson planning for each session, attendance of monthly training meetings, and involvement in literacy themed community events and parties. **Located in town.** Contact Brian McCoy at (740) 593-4419 or mccoyb@ohio.edu for more information.

Kennedy Art Museum presents exhibits and workshops and supports arts and cultural research. **Assistants** support all work of the museum including collection handling, public relations, and program development. **Also hiring four Weekend Mangers** to open and close museum and galleries including arming/disarming alarm system, monitor front desk and assist visitors. High level of responsibility and reliability required. **Located in town.** Contact Beth Tragert 593-1304 for more information.

Kids on Campus offers education, recreation, physical education and other opportunities to children from 1st grade through sixth grade in Athens County. The Program Assistants gives an opportunity to work directly with children, instructors, and team leaders to enrich the lives of the kids in our area by implementing activities and forming meaningful relationships. **Transportation required.** Contact Christina Lenigar (740) 566-8543 or lenigar@ohio.edu for more information.

National Network of Forest Practitioners is seeking a bright, self-motivated student. The ideal candidate should be outgoing enough to talk with local/regional forest landowners, and diverse NNFP partners. The job will involve outreach to forest owners as well as some research, workshop organizing, and general office duties. This is an opportunity to learn about community forestry, work with non-profit and have a positive impact on people and the land while networking with people across the country. For more information contact Leslie Horner at (740) 593-8733 or <http://www.nnfp.org>

Rural Action Youth Act Assistant: this position brings young people ages 12-18 together to design and implement services learning projects. Youth develop leadership skills while learning about their environment and their community through service. The use of a vehicle is needed because the student will be working in 3-4 rural schools in Athens County, working with youth to discover their assets and build projects that contribute to the life of their schools and communities. Experience working with middle and high school age youth is helpful. For more information contact Calaina Goodyear at (740) 767-4938 or email cgoodyear@ruralaction.org.

Salvation Army is an International, Religious, and Charitable movement. The Athens Salvation Army offers several humanitarian services as physical aid (food, clothing, shelter), special assistance (help in facing personal problems), and rehabilitation (residence programs to provide work therapy and counseling, drug and alcohol rehabilitation programs). The Work Study Corps student would help with answering telephones, greeting clients, creating and entering data, and helping to fill food boxes. **Transportation required.** Contact Madge Stewart at (740)593-7082 for more information.

United Campus Ministry Thursday Supper Coordinator: Thursday supper is a weekly free meal cooked and staffed by volunteers, served at 5:30 p.m. The coordinator position will provide a unique opportunity for a student interested in community service work, contact with a diverse range of people, developing organizational skills, experience with coordinating volunteers, and bridging the gap between university students and community members. Responsibilities may include: attending Thursday supper, interacting with dinner guests, work with volunteer cooks and clean-up crews, recruit and schedule volunteers, keep appropriate records, plan menus and grocery shop, sort recycling and other responsibilities associated with UCM. **Located in town.** Contact Melissa Wales (740) 593-7301 for more information.

Community – Work Study Academic Year Candidate Data Sheet

Name: _____ PID: _____

E-Mail Address _____ Phone: _____

Local Address: _____

Career Interests - Briefly describe your career goals:

Work Experience (Jobs you have held in the past 3 years.)

Employer	Job Title/Duties	Average Hrs./Week	Dates

Community Service or Volunteer Experience (For the last 3 years.)

Employer	Job Title/Duties	Average Hrs./Week	Dates

Academic Information

College: _____ Major: _____

Minor: _____ Projected Graduation Date: _____

Current Rank: Freshman Sophomore Junior Senior GPA: _____

Other Colleges Attended (If any): _____

Comment briefly on any courses, extracurricular activities, & etc., which you feel may be relevant in considering you for a position:

I hereby authorize the release of this information to Employers.

Signature: _____ Date: _____

You are welcome to attach your resume to this sheet.

**** IMPORTANT** All work study students must report to the Campus Involvement Center in Baker University Center 339 to fill out payroll information within 3 business days of being hired.**