

St. Joseph Services at Casa de Providencia

NDA Member Service Description

St. Joseph Services is an outreach ministry serving families and individuals at risk in the Humboldt Park and Austin Community. At Casa Providencia, immigrant and inner-city families have access to an after school program for children (ages 9-14), English as a Second Language Classes (ESL), computer labs, and spirituality programs. NDA volunteers take a lead role in planning, teaching and coordinating classes and activities for the After School Program for children, English as a Second Language Classes, and computer labs.

Qualifications for the NDA Member:

- Demonstrate commitment to the St. Joseph Service Experience tutoring/teaching (preferably experience with ESL classes).
- Experience in working with children.
- Desire to be of service to others as a mentor, tutor and guide.
- Demonstrates a passion and joy for serving the poor.
- Demonstrates interpersonal skills necessary in working with associates, volunteers and students of diverse cultures, economic backgrounds and personalities.
- Ability to work independently and demonstrate initiative.
- Performs as an effective team member.
- Demonstrates ability to use computer.
- Program creativity.
- Demonstrates effective organizational skills necessary to ensure timely completion of multiple projects.
- Must be able to adjust work schedule to meet the needs of St. Joseph Services. This will include evenings and some weekends.
- Ability to be flexible to assist adults and children in a variety of programs (e.g. ESL, computers, tutoring, crafts).
- Present a calming influence within group activities.
- Knowledge of some Spanish beneficial but not necessary.

NDA Members Will:

- Provide tutoring, mentoring, and intervention for at risk youth in the After School Program and Summer Camp Program.
- Assist in planning, coordinating and implementing activities for the After School Program and Summer Camp Program.
- Provide tutoring and mentoring for adults desiring to learn English
- Help educate other volunteers on ESL.
- Provide tutoring in basic computer usage. (i.e. email, web, word, ESL tutorial computer programs).
- Build relationship with persons served.

For more information about St. Joseph Services visit our website:

<http://www.stjosephservices.org>