

Campus Corps Service Learning Position Descriptions

American Red Cross (one 300 hour & one 450 hour position):

The role of these positions would be to build capacity in our organization by increasing the awareness of our mission and by recruiting, retaining, and mobilizing Red Crossers across Montana. They will make this happen by working hand in hand with program directors, community partners and current volunteers to assess each community's needs and goals. Once assessed, they will help our volunteers address the program needs and reach their goals. Their efforts ensure that our volunteers are empowered and that Red Cross can reach all of those needing our services in Montana and beyond. Specific projects would include, but not limited to, working on volunteer recruitment via our Red Cross Roll Call, working with volunteers to update our National Shelter System, inputting information about the services we provided into our data system.

Contact Name: Allison Hupp
Phone Number: 406-396-6760
E-Mail: huppa@usa.redcross.org

The Clay Studio of Missoula (two 300 & two 450 positions):

The Clay Studio of Missoula would like two studio tech Interns jobs include:

- Making clay and glazes for studio
- Making and testing glazes
- Studio maintenance including cleaning work areas
- Help build a reduction kiln
- Load studio kilns
- Fire studio kilns
- Help build new studio
- Help with recruitment of students to The Clay Studio of Missoula
- Work with students and renters and help answer questions
- Assist studio manager with projects
- Help curate and set up shows for first Friday gallery nights.

Contact Name: Hannah Fisher
Phone Number: 406-543-0509
Email: info@theclaystudioofmissoula.org

Missoula Art Museum (one 300 hour position):

The Teen Art Initiative Coordinator will act independently to oversee MAM's Teen Art Programs, including Teen Open Studio Night. They will be responsible for recruiting and maintaining a volunteer corps of teenagers who will assist with current programming and development of future programming, thereby enhancing his or her own leadership, communication and volunteer recruitment abilities.

This position allows the Campus Corps member to develop and employ their own creative thinking and ideas, and to operate independently while supported by our staff and institution. Through closely working with MAM staff, the member will learn about working with non-profit organizations, community building and networking, and the field of art education. MAM's teen programs are designed to provide alternative risk-reducing, safe and enriching activities for area youth, so the member will also become well-acquainted with Missoula area service providers, education and support organizations, and the general community profile.

Contact Name: Linden How
Phone Number: 406-728-0447 ex. 230
E-Mail: lindenhow@missoulaartmuseum.org

Missoula City-County Health Department (450 hour position):

The member would be in charge of most aspects of the events and activities in accordance with guidelines provided by the Public Information & Education (PI&E) Committee of the Missoula County DUI Task Force. Activities will be geared towards influencing tavern patrons to utilize designated drivers & other safe ride alternatives during Thanksgiving/Christmas/New Year's Eve celebrations. One activity being considered is "The Empty Dinner Party." This involves locating a store front window where a holiday dinner table is set up complete with place cards for Missoula County residents who have been killed in alcohol-involved crashes over the past few years. Names are not included...instead, place cards say "22 year old male" etc. The Campus Corp member would be responsible for securing a location for the display, ordering print materials, sending out a news release, etc.

Contact Name: Lonie Hutchison
Phone Number: 406-258-3880
Email: hutchisonl@ho.missoula.mt.us

Missoula Institute for Sustainable Transportation- Free Cycles Missoula (one 300 hour & one 450 hour):

Three of these positions entail helping to run the Free Cycles Community Bicycle Shop-shop as managers. The student will teach bicycle mechanics to the public, assist in repairs, manage the bicycle inventory, keep the shop clean and organized and recruit volunteers to help run the shop.

The fourth position (450 hours) is to help MIST research and design streets and public places to better accommodate all modes of transportation with an emphasis on bicycling and walking- research assistant.

Contact Name: Bob Giordano
Phone Number: 406-880-6834
Email: mist@strans.org

Missoula Urban Demonstration Project (MUD) (two 300 hour positions):

TOOL LIBRARY INTERN

- **Description:** We are looking for someone to work with the tool library staff on tool maintenance. This person should be self-directed enough to work at the library with or without tool librarian supervision. The ideal candidate will have small engine maintenance experience, carpentry and plumbing skills, and show a general aptitude for tools (including sharpening blades and repairing handles etc.).
- **Duties:**
 - Tool maintenance and repair
 - Data entry of loaned tools
 - Donation requests from businesses
 - Maintain and repair tools
- **Qualifications:** Mechanical experience and familiarity with tools (wood, automotive, bike, garden) and tool maintenance skills are desirable. Good communication and customer assistance skills are required. The intern must be a self-motivated learner, as staff time is limited (although not unavailable) for direct supervision.

Application Procedures: Please send resume and cover letter to:
bethann@mudproject.org

SITE INTERN

- **Description:** This person will work with the board, Tool Librarians, and VISTA coordinators to implement site improvements and carry out site maintenance. The ideal candidate will have carpentry, plumbing, and masonry skills. He or she must also be self-directed, capable of working alone or with other volunteers, and willing to make do with a low budget for materials. Bartering and work-trade skills are particularly useful in this position.
- **Duties:**
 - Maintain and repair tools
 - Complete general site maintenance work (painting, repair, landscaping)
 - Help to plan and execute site improvements
- **Qualifications:** Mechanical experience and familiarity with tools (wood, automotive, bike, garden) and tool maintenance skills are desirable, combined with a knack for creative problem solving. Good communication and customer assistance skills are required. The intern must be a self-motivated learner, as staff time is limited (although not unavailable) for direct supervision.

Application Procedures: Please send resume and cover letter to:

Bethann@mudproject.org

MARKETING INTERN

- **Description:** Learn first-hand the nuances of working in a dynamic, on-the-ground non-profit environment. Missoula Urban Demonstration Project (MUD) offers for-credit internship opportunities. Our organization emphasizes community learning and self-reliance, and celebrates both! Utilize communication and public relations skills to enhance public awareness of/support for MUD's programs. Collaboratively develop a sustainable marketing program and events program for our organization.
- **Duties:**
 - Assist in public outreach for all programs, the goal of which is to recruit potential members, donors and volunteers, promote our services, establish new partnerships, and solicit feedback from the public regarding our community's sustainability needs.
 - Develop, use and maintain systems for publicizing MUD's programs, membership and volunteer opportunities, promotions and special events, and seek new avenues of marketing. Works with donor cultivation
 - Processing donations
 - Promotional presentations to community organizations and businesses
 - Table at community events
 - Make/post event fliers in public areas
 - Make phone calls to prospective and current MUD partners/sponsors
 - Help publicize MUD programs and events
 - Distribute press releases, secure radio spots
 - Arrange volunteers to distribute information (such as flyers)
 - Accurately keep record of outreach methods and messages
- **Qualifications:**

Intern should:

- Have experience with Excel, Word, and Publisher.
- Pay careful attention to detail, be creative in their approach to challenges, and be able to multitask.
- Must also be outgoing and able to present themselves and the organization in a professional way when working with potential members and donors and the public.
- Experience with marketing and working with volunteers desired, but not required.

Application Procedures: Please send cover letter and resume to:
bethann@mudproject.org

EVENTS INTERN

- **Description:** Work in a dynamic, hands-on, non-profit environment. MUD is a grassroots as it gets! You'll work with the board and the Program and Development Directors to plan, market, and execute our Workshop Series, Earth Day Festival, MudiGras Party, Garden Party, and monthly MUD Mingles.
- **Duties:** Duties may include, but are not limited to working with the board and the Program and Development Directors to:
 - Plan, market, and execute MUD's Workshop Series, Earth Day Festival, Garden Party, monthly MUD Mingles, and other events
 - Collaboratively develop a sustainable marketing program and events program for our organization
 - Request and process event sponsorships and donations
 - Market events (including sending out PSAs and posting flyers)
 - Coordinate volunteers for events
 - Assist with set-up and take-down of events
- **Qualifications:** Intern should:
 - Have experience with Excel, Word, and Publisher.
 - Pay careful attention to detail and be able to multitask.
 - Be comfortable with requesting support from local businesses and volunteers.
 - Experience with events planning and volunteer coordination desired, but not required.

Application Procedures: Please send resume and cover letter to:
bethann@mudproject.org.

Contact Name: Bethann Garramon
Phone Number: 406-721-7513
Email: bethann@mudproject.org

Montana Wilderness Association (one 300 hour position):

Interns selected for this position will:

- Plan one outdoor adventure trip each month – hiking, snowshoeing, camping, skiing, etc – for college students and community members in their 20s and 30s. The intern can lead the trips or recruit volunteer leaders. Learn leadership skills, plan trips for your peers, and see Montana’s best backcountry scenery.
- Help to plan 3-5 stewardship events throughout the year such as trailwork, weed mitigation, or restoration projects on public lands. Work with other community organizations to plan projects, recruit volunteers, and make a difference on public lands.
- Work closely with MWA’s field staff to organize for Wilderness in the Missoula community. Learn the tools of community organizing while focusing on conservation issues.
- Plan 2-4 community events throughout the year such as photography exhibits, poetry readings, and community organizing training. Bring wilderness to the community through these or other events focused on wilderness appreciation.

Contact Name: Daphne Herling
Phone Number: (406) 531-8347
Email: Daphne.Herling@business.umt.edu

Student Assault Resource Center (300 hour):

The Student Assault Resource Center (SARC) is a program of the Curry Health Center at the University of Montana. SARC provides free and confidential support and advocacy services to survivors of recent or past sexual assault, relationship violence, stalking and harassment. Services are also provided to friends, partners and relatives of survivors. Through an empowerment based philosophy, SARC works to help restore personal power and dignity to survivors of these crimes by providing support, information, and decision-making opportunities during crisis and recovery. SARC seeks to assist survivors in accessing UM and community resources, and to advocate for survivors when requested. Services include: walk in hours from 10-5pm M-F, 24-hour crisis line, information, support, referrals; medical, legal and academic advocacy; support groups; a resource library; peer education, training, consultation and workshops.

SARC also serves the campus through a comprehensive prevention program. SARC provides facilitated discussions and presentations to educate the UM community and has several marketing campaigns aimed at preventing interpersonal violence. SARC organizes and cooperates with campus and community partners in several awareness raising events each year.

. As a peer advocate working with the Student Assault Resource Center (SARC), Campus Corps members will be a part of a program based on the empowerment model, or a model where survivors are assisted, supported and given tools to reclaim their power. They will be working with survivors of relationship violence, sexual harassment, sexual assault, rape, stalking and child sexual assault. SARC advocates provide the following services: crisis counseling, medical, legal and academic advocacy, resources/referrals and emotional support. Campus corps members may also assist with the outreach program including working at events and helping train campus residents.

Contact Name: Nicole Curtis
Phone Number: 406-243-5244
Email: nicole.curtis@mso.umt.edu

Sustainable Business Council (two 450 hour positions):

Education Program Development Intern

The SBC is currently looking for 1 intern to help support the design and implementation of its Strive Toward Sustainability (STS) assessment and recognition program. This program helps businesses determine how sustainable they currently are and what areas they can improve in. It also aids businesses in prioritizing their eco-initiatives and recognizes them for sustainability accomplishments. The intern will help design a system to recruit and use interns to provide assistance to businesses in the STS program, plan and put on STS workshops, interact with businesses, develop materials to recognize sustainable achievements of businesses and help find grant or other funding streams to continue these programs in the future. We anticipate the intern would work 20 hours per week for 22-23 weeks. Ideally, the intern would begin in November or December and work through spring term.

The successful candidate should be self-motivated, proficient with word processing and spreadsheet programs, a good researcher and communicator. An interest in learning about and promoting sustainable business practices (i.e. environmentally friendly, socially responsible, and economical viable practices) is important. Access to a computer with Internet access and a workspace is required. The successful candidate is expected to arrange UM credit through his/her advisor or department, if desired. The SBC will provide a supervisor, mentors when needed, and work evaluations to assist the intern.

If you would like to apply for this position, send an email to sma@balancetech.com. Include your name, address, telephone number, and a description of why you would like to intern with the SBC, as well as any relevant experience you could bring to the SBC.

The intern will complete the following tasks.

1. Become familiar with the STS program by reading materials and interviewing volunteers currently performing STS functions
2. Aid businesses that been through the STS workshop in completing STS program, including follow up information gathering, assessment of appropriate recognition levels, development of materials to recognize sustainable achievements of businesses and research to assist the businesses improve their sustainability practices
3. Design a system to recruit and use interns to provide assistance to businesses in the STS program by doing follow up information gathering, researching sustainable practices based in STS participant needs and writing fact sheets based on the research

4. Recruit 4-5 interns for both spring and summer terms to perform STS follow up information gathering and research for participants in the spring and summer term workshops
5. Help manage interns during spring term
6. Help plan and put on STS workshops in February and April of 2010
7. Help find grant or other funding opportunities to continue program in the future
8. Draft one or more grant applications to fund a permanent coordinator for the STS program
9. Make recommendation to SBC as to how it can improve its STS program

Green Team Development and Coordination Intern

The SBC is currently looking for 1 intern to help support the design and implementation of its Green Team. The Green Team helps make events and activities around the Missoula area more sustainable. The intern will help design a program and recruit volunteers to provide Green Team services to other organizations and events. We anticipate the intern would work 20 hours per week for 22-23 weeks. Ideally the intern would begin in November or December and work through spring term.

The successful candidate should be self-motivated, proficient with word processing and spreadsheet programs, a good researcher and communicator. An interest in learning about and promoting sustainable business practices (i.e. environmentally friendly, socially responsible, and economical viable practices) is important. Access to a computer with Internet access and a workspace is required. The successful candidate is expected to arrange UM credit through his/her advisor or department, if desired. The SBC will provide a supervisor, mentors when needed, and work evaluations to assist the intern.

If you would like to apply for this position, send an email to sma@balancetech.com. Include your name, address, telephone number, and a description of why you would like to intern with the SBC, as well as any relevant experience you could bring to the SBC.

The intern will complete the following tasks.

1. Become familiar with the concept of a Green Team and get familiar with past Green Team activities by reading materials and interviewing volunteers currently performing Green Team functions
2. Explore the possibility of creating an SBC Green Team as a fee-for-service product that the SBC can offer to businesses and organizations
3. Develop a Green Team program including a system to recruit and utilize volunteers, outreach materials to present to businesses and organizations who may be interested in the service, and standardized outreach materials for use at events
4. Recruit and manage volunteers during spring term
5. Identify and secure at least 3 Green Team contracts and organize the logistics for these events for the Spring of 2010
6. Make recommendations for how SBC can improve and expand its Green Team in the future

Contact Name: Susan Anderson

Email: sma@balancetech.com

Writing Coaches of Missoula (one 300 hour position):

The intern will be a writing coach for Writing Coaches of Missoula, a group of community volunteers that work one-on-one with high school and middle school students on their classroom writing assignments. We review students' drafts in advance and meet with them during the class period. Coaches identify the positive elements in the students' writing and design strategies to help them in areas that need improvement. Students are at all skill levels and the writing assignments vary. A short training session is required. This position may also require the candidate to assist the coordinator in the occasional administrative task (sorting papers, making phone calls, etc.)

Contact Name: Diane Benjamin

Phone Number: 406-546-6269

Email: writingcoachesofmissoula@gmail.com

YWCA GUTS! (three 300 hour positions and two 450 hour positions):

- **Campus Corps Women's Advocate (1-300hr)**
The person in this position provides advocacy services to victim/survivors of interpersonal violence by staffing the shelter, crisis line and walk in hours, working with First STEP and by providing occasional overnight coverage. Performance of duties reflects the YWCA's value that all people will be treated with respect and dignity and approached with recognition of their individual importance.
- **Campus Corps CHILDREN'S ADVOCATE (1-450 hr)**
The person in this position plans and implements activities for the children who have witnessed and/or experienced domestic violence. The children's advocates work with children at the shelter, in support groups and in family services during evening and weekend hours as part of the YWCA Pathways Program, which works toward breaking the cycle of violence. Performance of duties reflects the YWCA's value that all people will be treated with respect and dignity and approached with recognition of their individual importance.
- **Campus Corps GATEWAY ADVOCATE (1-450 hour)**
The person in this position is responsible to assist the Gateway Case Manager of the YWCA's Gateway Program for homeless families. Duties include interviewing Gateway participants, performing reference checks and income

verification procedures for incoming clients, completing appropriate documents, helping foster a sense of personal strength and self-sufficiency in participants, advocating for participants in a cooperative manner with other agencies, law enforcement personnel, and other officials as needed, and alerting Gateway Case Manager and Transitional Housing Manager, and others as appropriate, to areas of concern. Representing the YWCA in the community, including public speaking engagements. Attending regular community meetings on housing, homelessness, and/or domestic violence. Performance of duties reflects the YWCA value that all human beings will be treated with respect and dignity and approached with recognition of their individual importance.

- Campus Corps GUTS! Assistant (2-300 hour)
These positions serve to aide in the implementation and program development of our after school action group program for girls, ages 9 to 18, in the Missoula community. Duties include assisting with recruitment, training and support for up to 30 community volunteer group facilitators. Assisting in implementing monthly Community Adventure service opportunities for approximately 30 participants. Facilitating one or more Action Group of 5 to 15 girls weekly. Maintaining relationships with community partner organizations. Assisting with developing new program opportunities and curriculum for participants. Performance of duties reflects the YWCA value that all human beings will be treated with respect and dignity and approached with recognition of their individual importance.