

Cap Corps does its best to match you with a placement that is most appealing to you. There may be possibilities that exist beyond this list – if you are interested in a particular area of ministry that is not mentioned here, feel free to ask the Director if there are any options in that field. These placements are ones that we have placed folks with in the past or that are depending on a volunteer for the upcoming year.

Chicago Ministry Options

Chicago Legal Clinic, Inc. www.clclaw.org

This clinic identifies legal needs and provides community based quality legal services and education to the underserved and disadvantaged. Legal assistant needed to help attorney with all appropriate aspects of representation of clients including drafting pleadings, conducting phone communications, drafting written correspondence, filing court documents, and accompanying attorneys to court. Undergrad degree required, interest in serving the poor, good attention to detail, ability to interact with attorneys and clients, and excellent communication skills.

Maria High School www.mariahighschool.org

Teachers, counselors, administrative assistants, & tutors needed in this school that serves 700 young women (40% African American, 40%Hispanic, and 20% Caucasian). Other positions include a community outreach coordinator and a student support supervisor.

Eighth Day Center: www.8thdaycenter.org

Serve as a social justice volunteer, participating with the staff to effect structural changes and economic justice for people oppressed by racism, sexism, classism, etc. Human rights violations domestically and globally are monitored with coordinated efforts made to overcome injustice. Position requires excellent spoken and written communication skills, a passion for social justice, and a willingness to participate in a consensus model of decision making. Individual needs to be a self starter; able to focus on an issue and willing to work to develop & research it. Must not have a need for immediate success; flexible; patient; focus on simple goals and long term projects.

Juan Diego Community Center www.cjjuandiego.org

Ministry includes assisting the director in a variety of programs that help immigrant families including, health education, community organization, food pantry, ESL classes and computer literacy courses. Special interest in computer skills, health education, Haitian Creole/Spanish speaking volunteers. Also need help in Development/Communications Dept. Skills needed are proficiency in Spanish, good communication skills, previous experience with children, and computer knowledge.

Southwest Chicago PADS www.swchicagopads.org

Volunteer needed to serve as assistant to executive and program directors. This shelter serves a predominantly male African American population (60%) with a strong Caucasian presence (35%). Responsibilities include shopping, coordinating/sorting donations, making lunches, recruiting volunteers, manage telephone, advocacy for guests, mentoring/tutoring guests, making referrals for social services, serving as site coordinator, making ID cards, completing intake and statistical forms, and visiting hospitalized guests.

Detroit Ministry Options

Alternatives for Girls www.alternativesforgirls.org

Volunteer will minister as an outreach worker approaching women involved in street level prostitution, building rapport, intervening in crisis situations, offering resources such as snacks, condoms, bleach kits, transportation information, first aid, and referral information. Other responsibilities include conducting risk assessments and work to reduce risk of HIV infection and other harm possible with drug use and prostitution; provide counseling, referrals, support, transportation, etc.

Capuchin Soup Kitchen www.cskdetroit.org

Volunteer positions include tutor/mentor for Rosa Parks Children and Youth Program (an after-school program grounded in nonviolence education, that utilizes art therapy, a children's library, computer lab and a peace garden); drug and alcohol counselor, GED tutor, Meals on Wheels, furniture repair, and jobs rehabilitation counselor. Job description will be tailored to better fit skills of volunteer.

Capuchin Soup Kitchen - Earth Works Urban Farm www.cskdetroit.org/ewg

Urban farm coordinator assistant needed to assist in farm/greenhouse upkeep, in the development and implementation of sustainable agricultural education projects for youth, participate in inter-agency and volunteer efforts to establish soil/crop management procedures and assist in developing a volunteer information packet. The ability to stoop, bend, and maneuver over uneven ground; ability to lift and carry 80 lbs; able to be exposed to soil, plant materials, and organic soil & plant controls are necessary requirements. Additionally, the ability to use computer, phone, fax, copier, small farm tractor, and hand tools is helpful.

Coalition on Temporary Shelter [COTS] www.cotsdetroit.org

Assist with food service, clothing distribution and development office for agency providing emergency shelter, transitional and permanent housing. Assist with guests in variety of capacities, working to create self sufficiency and long term solutions to the problem of homelessness. Flexibility, organization skills, optimism, effective communication--traits needed to be helpful and effective in this position.

Cristo Rey High School www.detroitcristorey.org

Volunteer position will fit skills of individuals. Cristo Rey is the only co-educational Catholic High School in the city of Detroit. It is located in the southwest part of the city, which is largely populated by Latinos. 2009 will be the school's second year, so there will be students at the freshman and sophomore levels.

St Frances Cabrini Clinic: www.cabriniclinic.org

Clinic serves a population that is uninsured. High computer skills and sense of initiative necessary. Nursing, medical, and pharmacist backgrounds preferred; Spanish speaking extremely helpful.

Vanguard Community Development Corporation www.vanguardcdc.org

Community organizer position available at this organization that has been doing economic and housing development in the North End neighborhood of Detroit for 15 years. Volunteer in this role will get experience in both economic development work and direct services as the organization is moving to add emergency services to its work.

Milwaukee Ministry Options

St Ben's Meal www.stbensmilwaukee.org

Volunteer needed to serve as an assistant to the director of this community meal that serves people who are homeless and marginally housed. The clientele is largely African American. Computer, organization, and good communication skills are very important. Volunteer will answer the door and phone, respond to emergency needs of guests as well as on-going additional services for guests. Volunteer will also assist with urban plunge groups and scheduling of volunteers for meal. (part-time)

Dominican Center for Women

Housing Rehab Assistant needed to work with rehabbing houses. Duties include all rehab tasks like purchase and delivery of materials, painting, replacing or fixing broken windows, doors, and shelving. Volunteer may also assist in administrative role for organization, so computer skills are a plus. Volunteer needs to have good interpersonal communication skills to supervise other volunteers. Strong work ethic and flexibility required.

Faith Community for Worker Justice www.iwj.org

Community organizer will work with faith-based and secular organizations to create and implement an educational program that will inform the public about the issues that workers face on the job and educate students and various community organizations about low wage worker issues. will assist in facilitation of Health and Hygiene Drive which collects hygiene goods for local homeless shelters, and aide in other worker campaigns as needed.

Friedens Inner City Ministries: www.friedenspantry.org

Volunteer needed to serve as ministries facilitator. Position description includes opening & closing of Food Pantry; over-seeing commodities; contacting, recruiting, coordinating, and training volunteers; food shopping, pickup, and sorting; participation in area associations, meetings, and consultations; preparation of reports; grant request preparation; assist with operation of satellite pantry project; assist with provision of emergency food delivery; and solicit/educate church/school/organizations as opportunities arise. (part-time)

Guest House of Milwaukee www.guesthouseofmilwaukee.org

The Case Planner will work with the Case Management Supervisor to deal with emergency shelter guests in establishing and maintaining individual case plans. The Case Planner will be involved with assisting in shelter operations through a regular schedule of approximately three shifts per week; referring men to other community partners as services are needed, helping men with various benefit applications, referring men to possible housing, job placement, or training/educational opportunities. Additionally, the volunteer would aid in the regular intake process of assessing the status of guests at the time they arrive and begin to utilize program features, as well as clarifying for them the GUEST HOUSE policies and expectations for guests. Time spent in this function, combined with that in the shelter, will complete the full-time schedule for this volunteer. Flexibility, sense of humor, ability to multi-task, compassion, good people skills, respect for diversity, sense of boundaries, basic computer skills, willingness to be a part of a team with the ability to work alone when needed.

Madre Angela Dental Clinic:

This clinic serves the homeless population and impoverished Hispanic Community on the near South Side. 50% of the clientele are Hispanic with most being Spanish speaking only. The remainder are 30% African American, 15% Caucasian, and 5% Native American. MADC is the only urgent care dental provider in the city. Volunteer role includes assisting the receptionist, community health worker, and dental hygienist in assessing the clients and determining a plan of care or referral for them. The diverse work involved requires good communication skills with knowledge of Spanish

being vital.

Messmer High School www.messmerschools.org

Volunteers needed to serve as teachers, tutors, and computer/library aide. Specific needs include biology, English, theology, math, science, and chemistry teachers, guidance counselor, and campus minister.

Messmer Preparatory School/St. Leo and St. Rose Catholic Urban Academies

Feeder schools for Messmer High, grades k4-8. Needs include teacher aides, tutors, library assistants, coaches. Will match talents of volunteers with needs of schools. Flexibility, compassion, organizational ability, ability to work with children from diverse backgrounds in a learning environment.

9to5, National Association of Working Women www.9to5.org

Organizing intern needed for advocacy organization made up of low-wage working women. Organizing intern would answer calls to the job survival hotline, outreach to members, work on policy change (i.e. preparing testimonies for hearings, press conferences), communications work. Gender and race consciousness, desire to learn, outgoing personality helpful for position.

Urban Ecology Center www.urbanecologycenter.org

The Community Program Educator will welcome visitors to the Center, provide programming for drop-in youth, maintain and feed animals in the Native Wisconsin Animal Lab, present Animal Feeding, B'earthday Parties and implement environmental science programs. In addition, this position will assist with daily operations of the Urban Ecology Center. The Community Program Educator reports to the Community Program Coordinator. Flexibility, outgoing personality, and willingness to learn and work independently are required. Enthusiasm for teaching and working with urban children is required. Advantageous skills would be a science background, experience working with kids from diverse backgrounds, life guarding skills, the ability to coach canoeing, experience in city driving and/or teaching experience. Alternative hours are Tues, Thurs, Friday = 11:30-7:30; Wed = 1:30-9:30; Sat = 9-5

Voces de la Frontera www.vocesdelafrontera.net

New Sanctuary Movement Coordinator needed for advocacy organization serving immigrant workers. Volunteer would coordinate all sanctuary activities in Milwaukee, including educating faith communities on immigration issues, organizing support from faith community for immigrants facing deportation, organize Know Your Rights trainings for members of Voces de la Frontera, respond to emergency needs of individuals and families facing deportation. Spanish fluency (written and spoken), ability to work in collaboration, knowledge of immigration issues, and ability to work independently required. Previous community organizing experience helpful.