



Capital City Community Centers, Inc. Job Bank

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Early Learning Program



The Smith Hill Early Childhood Learning Program provides high-quality, community-based, state-licensed childcare to the Smith Hill section of Providence. We provide care to up to 76 children ages 18 months to six years. Our program uniquely equips at-risk children with the tools they need to enter elementary school ready to learn and achieve. This program is closely aligned with Rhode Island’s Early Learning Standards and the California Department of Education Child Development Framework Guidelines.



Type: Job Description	Position: Program Recruiter	Department: Early Childhood Learning Centers
Reporting Days & Time: M-F, Hours desired by volunteer		
Reports to: Program Manager	Phone: 401-455-3880 Fax: 401-455-3887 Email: ckettell@capcities.org	Revision Date: 3/16/10

\$100.00 Refer a Friend Bonus if children are enrolled in program for 3 months!!

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit parents and families to enroll in the Early Childhood Learning Centers and Before & After School Program which includes community outreach and marketing.
- Assist in the production and distribution of marketing flyers, brochures and other agency outreach materials, including; fact sheets, newsletters and reports.
- Perform other various tasks as requested.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team-oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Increase enrollment in all programs. Volunteers will gain experience in recruiting and marketing.



Type: Job Description Reporting Days & Time: M-F, Hours desired by volunteer	Position: Child Care Program Aide Department: Early Childhood Learning Centers	Location: Smith Hill Early Learning Center 25 Danforth Street Providence, RI 02908
Reports to: Debbie Durant, Director and Classroom Teacher	Phone: 401-455-3890 Fax: 401-861-0656 Email: ddurant@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide activity instruction to groups of pre-school children. The site's director can assist volunteers in establishing an appropriate curriculum for the respective programs. Activities may include but are not limited to storytelling, yoga, dance, and art instruction.
- Other duties as assigned.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team-oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking a plus but not required.

EXPECTED RESULTS:

Pre-school children will have more resources available for programs. Volunteers and trainees will gain experience in working with the pre school children.



Type: Job Description	Position: Classroom Aide	Location: Smith Hill Early Learning Center
Reporting Days & Time: M-F, 7:30 – 5:30	Department: Early Childhood Learning Centers	25 Danforth Street Providence, RI 02908
Reports to: Debbie Durant, Director and Classroom Teacher	Phone: 401-455-3890 Fax: 401-861-0656 Email: ddurant@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Aid classroom teachers in supervising and insuring the safety and well being of the children at all time, being alert for the needs and/or problems of the other children as individuals and as a group.
- Assist assigned teachers in any way possible, which may include, but is not necessarily limited to:
 - a) Follow curriculum in detail for assigned classes.
 - b) Assist in implementing the daily program for assigned classes.
 - c) Decorate the room with bulletin boards, pictures, children's art work, and other hangings.
 - d) Help serve breakfast, lunches, and snacks if need be, and do clean-ups.
- Aides will report to Director any cases of suspected child abuse and/or neglect, or make a direct call to DCYF(1-800-RICHILD)
- Aides must be flexible, reasonable, have experience working with children, and have a good sense of humor.

SKILLS & APTITUDES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED RESULTS:

Pre-school children will have more resources available for programs. Volunteers and trainees will gain experience in working with the pre school children



Type: Job Description Reporting Days & Time: M-F between 7:30 – 5:30	Position: Administrative Assistant Department: Early Childhood Learning Centers	Location: Smith Hill Early Learning Center 25 Danforth Street Providence, RI 02908
Reports to: Debbie Durant, Director and Classroom Teacher	Phone: 401-455-3890 Fax: 401-861-0656 Email: ddurant@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.
- Composes and types routine correspondence.
- Organizes and maintains file system, and files correspondence and other records.
- Greets scheduled visitors and conducts to appropriate area or person.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.

SKILLS & APTITUDES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED RESULTS:

Pre-school children will have more resources available for programs. Volunteers and trainees will gain experience in working as clerical support.



Type: Job Description Reporting Days & Time: M-F between 7:30 – 5:30	Position: Office Assistant Department: Early Childhood Learning Centers	Location: Smith Hill Early Learning Center 25 Danforth Street Providence, RI 02908
Reports to: Debbie Durant, Director and Administrative Assistant	Phone: 401-455-3890 Fax: 401-861-0656 Email: ddurant@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works closely with Administrative Assistant and Director in the daily operation of the Learning Center's activities.
- Greets clients, answers phone calls, take messages.
- Filing and maintains files.
- Operates office machines (copier, fax machine, computer)
- Maintains attendance records for clients and staff.
- When needed, assists children in classroom and does basic classroom duties.

SKILLS & APTITUDES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED RESULTS:

Pre-school children will have more resources available for programs. Volunteers and trainees will gain experience in working as clerical support



Type: Job Description Reporting Days & Time: M-F between 7:30 – 5:30	Position: Cleaner Department: Early Childhood Learning Centers	Location: Smith Hill Early Learning Center 25 Danforth Street Providence, RI 02908
Reports to: Debbie Durant, Director	Phone: 401-455-3890 Fax: 401-861-0656 Email: ddurant@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general cleaning, housekeeping and related work as required. Operate and maintain facilities in orderly manner. Help to keep building safe.
- Regular duties and responsibilities may include:
 - 1) Sweeping, mopping, scrubbing, sealing and waxing floors.
 - 2) Washing windows, walls, sinks, toilets, furniture, woodwork, etc.
 - 3) Being responsible for general dusting of building.
 - 4) Vacuuming and cleaning floors and carpeting.
 - 5) Emptying trash and garbage containers.
 - 6) Preparing supply and equipment inventories.
 - 7) Setting up and cleaning for designated events.
 - 8) Obeying all safety rules and regulations.
 - 9) Perform other duties as assigned.

SKILLS & APTITUDES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED RESULTS:

Pre-school children will have more resources available for programs. Volunteers and trainees will gain experience in working as cleaners.

Before & After School Program



Unsupervised Providence youth are at high-risk for school truancy and poor grades, substance use and crime. To turn this sad reality around and change the cycle of school failure, poverty, drugs and crime, Capital City Community Centers' Before and After School and Summer Enrichment Programs are empowering over 200 youth to succeed in school and in life with practical, lasting skills and caring relationships with adults. Our curriculum is based on the widely-acclaimed Character Education philosophy - the deliberate effort to help youth understand, care about, and act upon core ethical values. This program is changing children's physical, social and emotional lives with personalized attention from exemplary staff, good physical and emotional health and exposure to nature, community, technology, arts, and science. Our Program is changing children's physical, social and emotional lives with:

- Personalized attention by positive, encouraging role models.
- Good physical and emotional health with physical exercise, adventure programming, time for personal reflection and relaxation and healthy food choices.
- Exposure to technology, arts and science. We broaden children's knowledge and experience through access to our GTECH computer lab and through connections with local arts, dance, music and environmental groups.
- Access to opportunity. Our LADDER Youth Scholarship Fund offers full and partial scholarships to families that need financial assistance. This fund is supported by contributions from generous foundations, corporations and individuals.



Type: Job Description Reporting Days & Time: M-F, 9-5, Hours desired by volunteer	Position: Program Recruiter	Department: Early Childhood Learning Centers
Reports to: Shelli Boeniger, Program Manager	Phone: 401-455-3880 Fax: 401-455-3887 Email: sboeniger@capcities.org	Revision Date: 3/16/10

\$100.00 Refer a Friend Bonus if children are enrolled in program for 3 months!!

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit parents and families to enroll in the Early Childhood Learning Centers and Before & After School Program which includes community outreach and marketing.
- Assist in the production and distribution of marketing flyers, brochures and other agency outreach materials, including; fact sheets, newsletters and reports.
- Perform other various tasks as requested.
- All activities and hours contributed should be reported to and recorded by the Director.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Increase enrollment in all programs. Volunteers will gain experience in recruiting and marketing.



<p>Type: Job Description</p> <p>Reporting Days & Time: M-F between 7:30 – 5:30</p>	<p>Position: Child Care Program Aide</p> <p>Department: Before & After School Program</p>	<p>Location: Smith Hill Center 110 Ruggles Street Providence, RI 02908</p>
<p>Reports to: Shelli Boeniger, Director</p>	<p>Phone: 401-455-3880 Fax: 401-455-3887 Email: sboeniger@capcities.org</p>	<p>Revision Date: 3/16/10</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide activity instruction to groups of school age children. The site's director can assist volunteers in establishing an appropriate curriculum for the respective programs. Activities may include but are not limited to homework help, storytelling, yoga, dance, and computer and art instruction.
- Reporting time and duration: Depends on type of scheduling desired by volunteer, local director, and class participants. All activities and hours contributed should be reported to and recorded by the Director.

SKILLS & APTITUDES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED RESULTS:

School age children will have more resources available for programs. Volunteers will gain experience in working with the school age children.

Emergency Services



Our Case Management Department is open year-round from 9:30 am to 4:30 pm, Monday through Friday to provide assessment, access and referral to community members via scheduled appointments or walk-in crisis situations. In 2009, we served over five thousand low-income and working poor families. These families received the individualized assistance they needed to respond to crisis, meet their basic needs, keep their homes and stabilize their lives.



Type: Job Description Reporting Days & Time: M-F between 9:30 – 5:00, Hours desired by volunteer	Position: Food Pantry Worker Department: Emergency Services	Location: Smith Hill Center 110 Ruggles Street, Providence, RI 02908
Reports to: Christina Kettell, Emergency Services Coordinator	Phone: 401-455-3880 Fax: 401-455-3887 Email: ckettell@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the management of our client choice Food Pantry program at the Smith Hill Center.
- Unload, sort, organize and stock donated and purchased food items.
- Pack individual grocery boxes for distribution to clients.
- Greet and assist food pantry clients when necessary.
- Must be protective of client’s privacy.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS: The pantry will have more community resources available. Volunteers will gain experience in working in a food pantry.

Development



Type: Job Description Reporting Days & Time: M-F between 9:00 – 5:00, Hours desired by volunteer	Position: Development Assistant Department: Development	Location: Smith Hill Center 110 Ruggles Street Providence, RI 02908
Reports to: Kara Bennett, Chief Operating Officer	Phone: 401-455-3880 Fax: 401-455-3887 Email: kbennett@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide support for agency development activities, including community outreach, marketing, fundraising, and event planning and implementation.
- Responsible for assisting the Development Dept with all aspects of development activities.
- Perform basic office tasks as required (i.e. answering the phone, copying, entering computer/statistical data, typing, etc.).
- Assist in the production and distribution of marketing flyers, brochures and other agency outreach materials, including; fact sheets, newsletters and reports
- Assist in event planning and implementation
- Perform other various tasks as requested.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS: The agency will have more resources available. Volunteers will gain experience in working development.

Senior Programs



Capital City Community Centers is dedicated to increasing the health, wellness and socialization of senior citizens in Providence. We operate the Lillian Feinstein Senior Center located at 1085 Chalkstone Avenue, Providence, a facility that serves approximately 300 seniors from the Smith Hill, Valley, Mount Pleasant, Wanskuck and Elmhurst neighborhoods. The seniors engaged in this program often have unmet health needs and benefit tremendously from the free health screenings and prevention information we provide. We provide seniors with meals (through Meals on Wheels), case management services, trips and other recreational activities. The Center consistently seeks to grow our membership by outreaching to new seniors through local organizations, pharmacies, hospitals and current members. All programs and services are designed to promote optimal health and wellness and opportunities for socialization with peers, and are available to those from all income levels.

Capital City Senior Programs' Center is open to the public from 8:00 am to 4:00 pm Monday through Friday for health and wellness programs, healthy meals, fun exercise and educational programs and recreational activities.

Type: Job Description	Position: Administrative Assistant	Location: Capital City Senior Center 1085 Chalkstone Avenue Providence, RI 02908
Reporting Days & Time: M-F between 9:00 – 2:00	Department: Senior Center	
Reports to: Ashley Flynn, Program Manager	Phone: 401-455-3888 Fax: 401-455-3308 Email: aflynn@gatewayhealth.org.	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules appointments and RIDE Transportation
- Gives information to callers
- Relieves officials of clerical work and minor administrative and business detail.
- Composes and types routine correspondence.
- Organizes and maintains file system, and files correspondence and other records.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Senior Citizens will have more resources. Volunteers and trainees will gain experience in working in an office and with senior citizens.



Type: Job Description	Position: Meal Site Manager	Location: Capital City Senior Center 1085 Chalkstone Avenue Providence, RI 02908
Reporting Days & Time: M-F between 9:00 – 2:00 25 Hours weekly	Department: Senior Center	
Reports to: Ashley Flynn, Program Manager	Phone: 401-455-3888 Fax: 401-455-3308 Email:aflynn@gatewayhealth.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the overall operation of the elderly meal site including management and customer service.
- Receive meals and verify that delivered items conform to daily order and menu. Advise Blackstone Health of any shortages and /or qualitative deficiencies (i.e. temperature) immediately.
- Arrange for volunteers to assist in preparation, serving and clean up of the meals provided in the dining room and ensure they follow good habits of personal hygiene and food handling practices and guidelines.
- Ensure that food temperatures and quality meet standards determined by the RI Department of Health.
- Attend all scheduled meal site managers meetings, trainings and events and follow instructions issued by Blackstone Health.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Senior Citizens will have more resources. Volunteers and trainees will gain experience in working at a meal site and with senior citizens.



Type: Job Description Reporting Days & Time: M-F between 9:00 – 2:00, Hours desired by volunteer	Position: Senior Center Program Aide Department: Senior Center	Location: Capital City Senior Center 1085 Chalkstone Avenue Providence, RI 02908
Reports to: Ashley Flynn , Program Manager	Phone: 401-455-3888 Fax: 401-455-3308 Email: aflynn@gatewayhealth.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide activity instruction to groups of senior citizens. The site's activity coordinator can assist volunteers in establishing an appropriate curriculum for the respective programs.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Senior citizens will have more resources available for programs. Volunteers and trainees will gain experience in working with the senior population.



Type: Job Description	Position: Senior Center Receptionist	Location: Capital City Senior Center 1085 Chalkstone Avenue Providence, RI 02908
Reporting Days & Time: M-F between 9:00 – 2:00	Department: Senior Center	
Reports to: Ashley Flynn, Program Manager	Phone: 401-455-3888 Fax: 401-455-3308 Email: aflynn@gatewayhealth.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer telephones, take messages, and direct calls to the appropriate personnel.
- Consult with the Site Manager (s) on difficult questions before giving a reply.
- Utilize Senior Center literature or approved literature as information source.
- Help walk-in clientele with questions and make referrals as appropriate.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Senior residents will receive help with their problems, the senior center will be able to meet the needs of their clientele, and volunteers and trainees will increase their knowledge of senior programs and resources.

Type: Job Description Reporting Days & Time: M-F between 9:00 – 2:00, Hours desired by volunteer	Position: Cleaner Department: Senior Center	Location: Capital City Senior Center 1085 Chalkstone Avenue Providence, RI 02908
Reports to: Ashley Flynn, Program Manager	Phone: 401-455-3888 Fax: 401-455-3308 Email: aflynn@gatewayhealth.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general cleaning, housekeeping and related work as required.
- Regular duties and responsibilities may include:
 - Sweeping, mopping, scrubbing, sealing and waxing floors.
 - Washing windows, walls, sinks, toilets, furniture, woodwork, etc.
 - Dust the building.
 - Vacuuming and cleaning floors and carpeting.
 - Emptying trash and garbage containers.
 - Preparing supply and equipment inventories.
 - Setting up and cleaning for designated events.
 - Obeying all safety rules and regulations.
 - Perform other duties as assigned.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Senior residents will receive help with their problems, the senior center will be able to meet the needs of their clientele, and volunteers and trainees will increase their knowledge of senior programs and resources.

Holiday Projects



Type: Job Description Reporting Days & Time: M-F between 9:00 – 2:00, Hours desired by volunteer	Position: Holiday Season Worker Department: Emergency Services	Location: Smith Hill Center 110 Ruggles Street Providence, RI 02908
Reports to: Christina Kettell, Emergency Services Coordinator	Phone: 401-455-3880 Fax: 401-455-3887 Email: ckettell@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the management of our Thanksgiving Basket and Adopt-A-Family Programs at the Smith Hill Center.
- Solicit food and gift donations.
- Organize food drives.
- Interview and sign up program recipients.
- Maintain program database.
- Greet and assist donors with drop off of food and presents.
- Coordinate and distribute food baskets and gifts to recipients.
- Coordinate thank you cards.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Low-income residents will be connected to resources. Volunteers and trainees will gain experience in coordinating and distributing resources.

Technology



Type: Job Description Reporting Days & Time: M-F between 9:00 – 2:00, Hours desired by volunteer	Position: Senior Center Computer Instructor Department: Senior Center	Location: Capital City Senior Center 1085 Chalkstone Avenue Providence, RI 02908
Reports to: Ashley Flynn, Program Manager	Phone: 401-455-3888 Fax: 401-455-3308 Email: aflynn@gatewayhealth.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To teach and educate Senior Citizens with hands-on instruction to use a computer and Microsoft programs.
- Help with internet research and any and all requests for computer use.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Senior residents will receive help with computer skills and volunteers will increase their knowledge of senior programs and resources.



Type: Job Description Reporting Days & Time: M-F between 9:00 – 2:00, Hours desired by volunteer	Position: Computer Instructor Department: Before & After School Program	Location: Smith Hill Center 110 Ruggles Street, Providence, RI 02908
Reports to: Shelli Boeniger, Director	Phone: 401-455-3880 Fax: 401-455-3887 Email: sboeniger@capcities.org	Revision Date: 3/16/10

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To teach and educate children with hands-on instruction to use a computer and Microsoft programs.
- Help with internet research and any and all requests for computer use.

SKILLS & APTITUDES

- Good interpersonal and organizational skills.
- Self-motivated, dependable, and able to work in a team –oriented atmosphere
- Demonstrated ability to manage multiple tasks and follow through to completion
- Spanish speaking preferred but not required.

EXPECTED RESULTS:

Children will receive help with computer skills and volunteers will increase their knowledge of After School programs and resources.

ARTS



Do you have an artistic talent that you would like to share? If so, we are interested in discussing the possibility of including your talent in our children and senior citizen programs.

Please feel free to call any one of the program managers listed below:

Debbie Durant · Smith Hill Early Childhood Learning Center · 401-455-3890

Shelli Boeniger · Smith Hill Before & After School Program · 401-455-3880

Ashley Flynn · Capital Cities' Senior Program · 401-455-3888