



## Capital City Community Centers, Inc. Job Bank Table of Contents

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PLEASE CONTACT STEPHANIE MARRO AT (401) 455-3890 OR  
[SMARRO@CAPCITIES.ORG](mailto:SMARRO@CAPCITIES.ORG) FOR ALL VOLUNTEER OPPORTUNITIES!

## Early Learning Program



The Smith Hill Early Childhood Learning Center is a high-quality, licensed childcare program in the Smith Hill section of Providence. We provide care for up to 78 children ages 18 months to 5 years. Our program uniquely equips children with the tools they need to enter elementary school ready to learn. This program is closely aligned with Rhode Island's Early Learning Standards and uses the Creative Curriculum, a nationally recognized curriculum for early childhood programs.



<b>Type: Job Description</b>	<b>Position: Classroom Aide</b>	<b>Location: Smith Hill Early Learning Center</b>
<b>Reporting Days &amp; Time: M-F, 7:30 – 5:30</b>	<b>Department: Early Childhood Learning Centers</b>	<b>25 Danforth Street Providence, RI 02908</b>
<b>Reports to: Debbie Durant, Director and Classroom Teacher</b>	<b>Phone: 401-455-3890 Fax: 401-861-0656 Email: <a href="mailto:ddurant@capcities.org">ddurant@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

**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



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 7:30 – 5:30</b>	<b>Position: Office Assistant</b> <b>Department: Early Childhood Learning Centers</b>	<b>Location: Smith Hill Early Learning Center</b> <b>25 Danforth Street</b> <b>Providence, RI 02908</b>
<b>Reports to: Debbie Durant, Director and Administrative Assistant</b>	<b>Phone: 401-455-3890</b> <b>Fax: 401-861-0656</b> <b>Email: <a href="mailto:ddurant@capcities.org">ddurant@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

**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



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 7:30 – 5:30</b>	<b>Position: Cleaner</b> <b>Department: Early Childhood Learning Centers</b>	<b>Location: Smith Hill Early Learning Center</b> <b>25 Danforth Street</b> <b>Providence, RI 02908</b>
<b>Reports to: Debbie Durant, Director</b>	<b>Phone: 401-455-3890</b> <b>Fax: 401-861-0656</b> <b>Email: <a href="mailto:ddurant@capcities.org">ddurant@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

**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



## **Before & After School Program**

Capital City Community Centers provides before and after school care to Providence children, ages 5-14. Our center offers scholarship assistance and accepts DHS subsidies. We are open from 6:30 AM to 5:30 PM, Monday through Friday. Transportation is provided from the morning program to the child's school and from the child's school back to the afternoon program. In addition, the ASP provides a Vacation Care Program during days and weeks when schools are closed, and a summer camp. The program activities are developed according to the children's age levels and stages of development and provide opportunities for choice. The weekly schedule provides opportunities for the following types of activities:

- Indoor and outdoor activities
- Quiet and active activities
- Individual, small group, and large group activities
- Large muscle and small muscle activities
- Child initiated and teacher initiated activities



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 3:30 – 5:30</b>	<b>Position: Child Care Program Aide</b>  <b>Department: Before &amp; After School Program</b>	<b>Location:</b> <b>Smith Hill Center</b> <b>110 Ruggles Street</b> <b>Providence, RI 02908</b>
<b>Reports to: Shelli Boeniger, Director</b>	<b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b> <b>Email: <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

**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.

# Summer Enrichment Program



## Summer Enrichment Program

Capital City Community Centers operates its Smith Hill Summer Program for children between the ages of 5 and 14 years old. We open the week after the Providence Schools close their academic year and operate through the summer. Our hours are from 7:00 am – 5:30 pm. Our goals for the program are:

- To provide high quality childcare that focuses on activities that strengthen physical, emotional, social, and cognitive skills with an emphasis on creativity and active engagement.
- To offer comprehensive services to the whole family, including casework services for supporting basic needs.
- To create an educational environment where children are encouraged to discover, learn, and gain confidence in themselves.

We provide a full range of activities that include (a) Arts & Crafts, (b) Computer Classes, (c) Adventure Hikes & Exploration, (d) Swimming, (e) Music & Movement, (f) Sports & Games, (g) Cooking, (h) Educational Activities, and many more. We take the children on several field trips throughout the summer to sites such as Roller Skating Rinks, Pools, Beaches, Movies, Museums, and Parks. Our summer culminates with a Family Fun Day in which parents, siblings, and relatives participate in games and enjoy a cookout.

<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 7:00 – 5:30</b>	<b>Position: Child Care Program Aide</b>  <b>Department: Summer Enrichment Program</b>	<b>Location:</b> <b>Smith Hill Center</b> <b>110 Ruggles Street</b> <b>Providence, RI 02908</b>
<b>Reports to: Shelli Boeniger, Director</b>	<b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b> <b>Email: <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- To assist the summer camp staff in organizing and planning a summer camp program for school age children.
- Work collaboratively with the summer camp staff to supervise children during on-site activities and field trips.
- Assist with meals and snack time.
- Assist with the basic cleaning of the classroom or camp environment.
- Work collaboratively to ensure a safe environment.
- Enforce and comply with agency policies and procedures.
- 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.



<p><b>Type: Job Description</b></p> <p><b>Reporting Days &amp; Time:</b> M-F, Hours desired by volunteer</p>	<p><b>Position: Seasonal Lifeguard</b></p> <p><b>Department: Summer Enrichment Program</b></p>	<p><b>Location:</b> <b>Smith Hill Center/Camp Meehan</b> <b>110 Ruggles Street</b> <b>Providence, RI 02908</b></p>
<p><b>Reports to: Shelli Boeniger, Director</b></p>	<p><b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b> <b>Email: <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a></b></p>	<p><b>Revision Date: 6/1/11</b></p>

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise and guard all waterfront activities.
- Acts immediately and appropriately to secure safety of children in the event of an emergency.
- Ability to communicate and work with groups of children ages 5-14.
- Understand and implement appropriate response to changes in water conditions or weather conditions affecting the waterfront.
- 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.
- Must have Non-Surf Certification, First Aid and CPR Certification
- Must have a complete background check and Department of Children, Youth & Families Clearance

**SKILLS & APTITUDES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EXPECTED RESULTS:**

School age children will have the opportunity to swim at Camp Meehan. 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 4:00 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.



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 9:30 – 4:00,</b> <b>Hours desired by</b> <b>volunteer</b>	<b>Position: Food Pantry</b> <b>Worker</b>  <b>Department: Emergency</b> <b>Services</b>	<b>Location:</b> <b>Smith Hill Center</b> <b>110 Ruggles Street,</b> <b>Providence, RI 02908</b>
<b>Reports to: Shirley Polo,</b> <b>Emergency Services</b> <b>Coordinator</b>	<b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b> <b>Email: <a href="mailto:spolo@capcities.org">spolo@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

### **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.

# 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.



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 9:00 – 2:00,</b> <b>Hours desired by</b> <b>volunteer</b>	<b>Position: Senior Center</b> <b>Program Aide</b>  <b>Department: Senior Center</b>	<b>Location:</b> <b>Capital City Senior Center</b> <b>1085 Chalkstone Avenue</b> <b>Providence, RI 02908</b>
<b>Reports to: Shelli</b> <b>Boeniger, Director</b>	<b>Phone: 401-455-3888</b> <b>Fax: 401-455-3308</b> <b>Email:</b> <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a>	<b>Revision Date: 6/1/11</b>

**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.



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 9:00 – 2:00</b>	<b>Position: Senior Center Receptionist</b>  <b>Department: Senior Center</b>	<b>Location:</b> <b>Capital City Senior Center</b> <b>1085 Chalkstone Avenue</b> <b>Providence, RI 02908</b>
<b>Reports to: Shelli Boeniger, Director</b>	<b>Phone: 401-455-3888</b> <b>Fax: 401-455-3308</b> <b>Email:</b> <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a>	<b>Revision Date: 6/1/11</b>

**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.



<p><b>Type: Job Description</b></p> <p><b>Reporting Days &amp; Time:</b> M-F between 9:00 – 2:00, Hours desired by volunteer</p>	<p><b>Position: Cleaner</b></p> <p><b>Department: Senior Center</b></p>	<p><b>Location:</b> <b>Capital City Senior Center</b> <b>1085 Chalkstone Avenue</b> <b>Providence, RI 02908</b></p>
<p><b>Reports to: Shelli Boeniger, Director</b></p>	<p><b>Phone: 401-455-3888</b> <b>Fax: 401-455-3308</b> <b>Email:</b> <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a></p>	<p><b>Revision Date: 6/1/11</b></p>

**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.

# Maintenance Department



<b>Type: Job Description</b> <b>Reporting Days &amp; Time:</b> M-F between 8:00 – 2:00, Hours desired by volunteer	<b>Position: Maintenance Assistant</b>  <b>Department: Maintenance</b>	<b>Location:</b> <b>Smith Hill Center</b> <b>110 Ruggles Street</b> <b>Providence, RI 02908</b>
<b>Reports to: Ramon Peralta, Maintenance Coordinator</b>	<b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b>  <b>Email: <a href="mailto:spolo@capcities.org">spolo@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform routine range of work in the repair and general maintenance of facilities, buildings, and equipment under supervision; may include cleaning, painting, snow/ice removal, lawn care, minor repairs, trash removal, etc.
- Perform all reasonable duties and responsibilities 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

## **EXPECTED RESULTS:**

- Satisfaction of giving back to the community by helping an organization that supports local residents in need.
- Pride in work.

# Holiday Projects



<b>Type: Job Description</b> <b>Reporting Days &amp; Time:</b> M-F between 9:00 – 2:00, <b>Hours desired by</b> <b>volunteer</b>	<b>Position: Holiday Season</b> <b>Worker</b>  <b>Department: Emergency</b> <b>Services</b>	<b>Location:</b> <b>Smith Hill Center</b> <b>110 Ruggles Street</b> <b>Providence, RI 02908</b>
<b>Reports to: Shirley Polo,</b> <b>Emergency Services</b> <b>Coordinator</b>	<b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b> <b>Email: <a href="mailto:spolo@capcities.org">spolo@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

## **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



<b>Type: Job Description</b> <b>Reporting Days &amp; Time:</b> M-F between 9:00 – 2:00, Hours desired by volunteer	<b>Position: Senior Center Computer Instructor</b>  <b>Department: Senior Center</b>	<b>Location:</b> <b>Capital City Senior Center</b> <b>1085 Chalkstone Avenue</b> <b>Providence, RI 02908</b>
<b>Reports to: Shelli Boeniger, Director</b>	<b>Phone: 401-455-3888</b> <b>Fax: 401-455-3308</b> <b>Email: <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

## **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.



<b>Type: Job Description</b>  <b>Reporting Days &amp; Time:</b> <b>M-F between 4:00 – 5:30</b>	<b>Position: Computer Instructor</b>  <b>Department: Before &amp; After School Program</b>	<b>Location:</b> <b>Smith Hill Center</b> <b>110 Ruggles Street,</b> <b>Providence, RI 02908</b>
<b>Reports to: Shelli Boeniger, Director</b>	<b>Phone: 401-455-3880</b> <b>Fax: 401-455-3887</b> <b>Email: <a href="mailto:sboeniger@capcities.org">sboeniger@capcities.org</a></b>	<b>Revision Date: 6/1/11</b>

**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**

**Shelli Boeniger · Capital Cities' Senior Program · 401-455-3888**