

Elizabethtown College 2024-2025 Community Work Study Placements

Thank you for your interest in community work study. If you have not done so yet, please apply for a community work study position at <https://etown.peopleadmin.com/postings/5972>. Then review the approved placements listed here. After identifying a placement that suits your interests and needs, contact the Center for Community and Civic Engagement at civicengagement@etown.edu to complete the hiring process and to be connected with your placement organization.

Community Place on Washington – Elizabethtown, 1 mile from campus

Mission: There are three main programs that we operate: Community Cupboard, Clothing Barn, and Meals on Wheels.

Positions:

1. Shopping assistants - Escort clients through the Cupboard while helping them to make selections of various food and other items. The shopping assistant will load carts and help clients to unload groceries into their vehicles.
2. Spanish-speaking students at the Community Cupboard and the Clothing Barn for interpreting for our Spanish-speaking clients

Schedule: Wednesdays and Saturdays from 9:00 am - 12:00 pm

Clearances required: No

Contact: Dave Fritchman, 717-829-4733, cpowvolunteers@gmail.com

Donegal Substance Abuse Alliance: Mount Joy, 6 miles from campus

Mission: Donegal Substance Abuse Alliance's mission is to deliver supportive approaches to addiction by educating, equipping and supporting individuals, families and communities. We provide support to families impacted by addiction. Our programs include 12-step yoga, Art Heals, our Rec Cap program at Lancaster County Prison, our Care Kits program and grief support.

Positions:

1. Research Assistant - Do in-depth research of evidence-based programs for substance use disorder, prison programs for substance use disorder, prison reentry programs, mindfulness and meditation for mental health/substance use. Use grant databases to search for grant opportunities that we can apply for.
2. Website development – Update website adding important information as needed
3. Grant writing
4. Therapeutic group facilitation

Schedule: Monday-Saturday during the day. Some positions can be filled remotely.

Clearances required: No

Contact: Stacy Emminger, 717-371-7647, stacy.dsaa@gmail.com

ECHOS – Elizabethtown Community Housing & Outreach Services – Etown, 1 mile from campus

Mission: ECHOS is a social services agency in Elizabethtown that works daily to help prevent and alleviate poverty and empower stability in our neighbors experiencing or at risk of homelessness. We serve the Northwest Region of Lancaster County through a variety of programs that work toward housing stability

Positions:

1. Shelter Assistant
2. Office positions: students can fill a variety of roles, including marketing/communications, social work, front desk/reception, and finances

Schedule:

- Shelter Assistant: December-March, 6-10pm
- Office positions: flexible, Monday-Friday, 9am-4pm

Clearances required: Yes

Contact:

- Shelter Assistant: Justin Benedict, 717-361-0740, benedictj@echoslanaster.org
- Other positions: Carrie Stricker, 717-361-0740, volunteer@echoslanaster.org

Elizabethtown Area Communities That Care - Elizabethtown, 1 mile from campus

Mission: Elizabethtown Area Communities That Care is a community-based, non-profit organization dedicated to improving the lives of children, youth and families in the Elizabethtown Pennsylvania area. Our research-based programs and services are designed to nurture the physical and emotional well-being of youth and families. Our focus is aimed toward the prevention of drug, alcohol and substance abuse, bullying, and other high-risk behaviors in a manner that is collaborative, evidence-based, ethical, innovative and tailored to meet the community's needs.

Position: Program Mentor - Serve as a mentor to at-risk youth in Elizabethtown in one or more of EACTC's afterschool programs.

Schedule: Weekdays, 7:45am-9am, 1:45-2:45pm, 3:30-5pm

Clearances required: Yes

Contact: Allison Bridgeman, 717-669-8222, allison@eactc.org

Elizabethtown Area Senior Center – Elizabethtown, 1 mile from campus

Mission: The Etown Area Senior Center is an activity center for well elderly area residents ages 60+.

Positions:

1. Admin Assistant- Assist with completing paperwork for our co-pilot program.
2. Cleaner- Assist with cleaning the senior center/community center

Schedule: Flexible M-F anytime between 8am- 4pm for Admin Assistant. Flexible M-F 2-4pm for cleaner.

Clearances required: No

Contact: Jess Raush, (717) 367-7984, seniorcenter@getintogears.org

Elizabethtown Child Care Center - Elizabethtown, 0.3 miles from campus

Mission: The Elizabethtown Child Care Center is a non-profit early learning program that was founded by the United Churches of the Elizabethtown Area in 1969. The mission of the ECCC is to provide quality childcare for children six weeks through eleven years of age regardless of race, color, religious creed, disability, ancestry, national origin, age, or sex.

Position: Teacher aide: assist teachers with daily lessons and engage with children during play activities.

Schedule: Mondays through Fridays 8am-noon and 2-5:30pm

Clearances required: Yes

Contact: Lisa Botelho, 717-361-9824, lbotelho@etownchildcare.org

Elizabethtown Community Nursery School - Elizabethtown, 0.3 miles from campus

Mission: Inspiring the first steps of life-long learning.

Position: Classroom assistant – students will assist staff with non-teaching duties and interact with preschool students

Schedule: Monday-Friday 2.5 hours sessions, between 9:00am-12:00pm.

Clearances required: Yes

Contact: Kathy Horning, 717-367-6772, khorning@etowncns.org

Elizabethtown Historical Society – Elizabethtown, 1 mile from campus

Mission: To promote the understanding of the historical heritage of the Elizabethtown area. Items of historical significance are collected and preserved for the community.

Positions:

1. Scanning and photographing items in our collection and uploading to our searchable database.
2. Working with our Curator to help organize our collection and photograph.

Schedule: Mondays 10am-2pm; Tuesdays and Thursdays 1-3pm; Wednesdays 10am-1pm; Fridays 9am-noon; or evening hours as needed

Clearances Required: No

Contact: Mary Roland, 717-361-9382, info@etownhistory.com

GEARS – Elizabethtown, 1 mile from campus

Mission: Provide recreation, continuing education and social service activities/programs for the children, youth and adults of the participating municipalities in a fiscally responsible manner.

Position:

Schedule: 2-10 hours/week

Clearances required:

Contact: Lee Eckert, 717-367-0355, leeekert@getintogears.org

Girls on the Run – Lancaster, 18 miles from campus

Mission: We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. We implement a Fall and Spring program each year where girls in grades 3-8 participate in a 10-week program aimed at supporting their social emotional growth and development. We utilize volunteer coaches for the teams each season and utilize volunteers to support programming behind the scenes as well.

Position: Girls on the Run (GOTR) is looking for a smart, passionate student to help complete projects within our organization aimed at enhancing our overall impact within our community. General support with initiatives related to IDEA, Social-Emotional programming, marketing and fundraising will be provided and tailored to the individual seeing the work study opportunity.

Schedule: Students would be asked to provide office support on Tuesdays and Wednesdays between 10 and 4. Additional time coaching, based on a site that fits the individual's availability and schedule, would be needed.

Clearances required: Yes

Contact: Kylie Homan, 814-883-6063, kylie.homan@girlsontherun.org

Hope Within Community Health, Counseling, and Dental Center - Etown, 4 miles from campus

Mission: Free primary medical and dental care for uninsured, financially eligible residents of Lancaster, Dauphin, and Lebanon Counties.

Positions:

1. Reception

2. Social media
3. Fundraising
4. Medical shadowing

Schedule: varied depending on role and student availability

Contact: Anne Marie McAlester, 717-367-9797, annemarie.mcalester@hopewithin.org

Clearances required: Yes

The Joshua Group - Harrisburg, 20 miles from campus

Mission: Providing hope and support to youth in Harrisburg City primarily through educational and vocational opportunities.

Positions:

- After-school tutor/mentor - help students from 1st through 9th grade with homework, interact with them through structured educational games or being there to listen to them read or study for tests.
- Graphic design/digital media – flexible hours

Schedule: Monday through Thursday 3:00-5:00pm

Clearances required: Yes

Contact: Jeannetta Politis, 717-236-4464, j.politis@joshuagrouphbg.org

Lancaster Lebanon Habitat for Humanity - Lancaster, 18 miles from campus

Mission: Lancaster Lebanon Habitat for Humanity is a nonprofit organization that helps families build and improve places to call home. We believe affordable housing plays a critical role in strong and stable communities.

Positions:

1. At Habitat's ReStore, college students can engage in a variety of tasks that enhance both their skills and community involvement. Here are some common tasks available:
 - Customer Service: Assisting customers by answering questions, providing information about products, and ensuring a pleasant shopping experience.
 - Inventory Management: Helping with the organization, sorting, and stocking of donated items, ensuring that the store is well-presented and items are easily accessible.
 - Sales Assistance: Processing sales, and handling transactions efficiently.
 - Donation Processing: Assisting in the intake and assessment of donated items, ensuring they meet the store's quality standards.
 - Merchandising: Creating appealing displays to showcase products, helping to attract customers and promote sales.
 - Community Outreach: Participating in events and initiatives that promote ReStore and its mission, helping to raise awareness in the community.

- **Maintenance and Cleaning:** Keeping the store clean and organized, including tasks such as sweeping, dusting, and maintaining a safe environment for both staff and customers.

These tasks not only provide valuable work experience but also contribute to the mission of supporting community development and sustainability.

2. **Construction Crew Volunteer-** Volunteers who work with us on the construction of new and rehabbed houses for our First Time Homeownership Program in Lancaster & Lebanon Counties. Typical tasks include demolition, framing, insulation, drywalling, painting, and MORE! No construction experience is necessary, our Habitat staff will be there to assist and all materials and tools are provided.

Schedule:

- Flexible schedule. ReStore is open from 10am to 6pm Tuesday through Friday and Saturday from 10am to 4pm. Students can volunteer all day or a morning shift from 10-2 or afternoon from 2-6. However, these hours are suggestions. ReStore can use volunteers for any amount of time throughout the day!
- Construction is Wednesday-Friday from 7:30am-3:30pm (half day shifts are available)

Clearances Required: No

Contact:

- ReStore: Hong Tran-Speros, 223-444-6212, hong@llhfh.org
- Construction: Erika Schaefer, 717-406-0454, erika@llhfh.org

Midwest Food Bank – Middletown, 14 miles from campus

Mission: Midwest Food Bank works with many different organizations to alleviate hunger and malnutrition locally and around the world. MFB rescues food that would have otherwise been thrown in the trash and redistributes it to our partners who are then able to feed the communities they are a part of.

Position: Distribution worker: Students will help build food pallets while walking around with our agency partners who come to the warehouse to shop for their orders.

Schedule: Every other week, M-F 9am-12pm and 1-3pm or flexible to fit student schedules

Clearances Required: No

Contact: Erika Walters, 717-614-8095, ewalters@midwestfoodbank.org

Pennsylvania Furniture Mission- Columbia, 10 miles from campus

Mission: The Pennsylvania Furniture Mission aims to create warm and welcoming homes for families and individuals experiencing economic hardships and/or transitioning out of homelessness, by providing the ability to hand select an entire household of free gently used furniture. Simultaneously we provide employment opportunities for individuals with barriers to

employment, provide job training and coaching for youth, and divert usable furniture and housewares from landfills.

Positions:

1. **Administrative services assistant:** The administrative services assistant will be trained in answering phone calls and doors, and completing other administrative tasks. Our administrative services assistant will answer a wide variety of phone calls from callers seeking assistance through our home furnishing program to non-profit organizations looking to partner with the Pennsylvania Furniture Mission to individuals who would like to donate their furniture. The administrative services assistant may also guide households in choosing furniture through our home furnishing program by accompanying them to our showroom for furniture selection, and explaining the process. This role requires flexibility, a positive can-do attitude, confidence when speaking on the phone and communicating instructions and/or information, and the ability to take appropriate notes. This administrative services assistant will also greet clients, non-profits, guests, and others upon arrival, and notify the appropriate staff member of their arrival. Other administrative tasks may include updating Google Spreadsheets, returning phone calls, and maintenance of the client lobby area.
2. **Warehouse Team Member:** The warehouse team member will assist in the overall operations and flow of our warehouse furniture storage and showroom floor. This individual will work in a team environment and be able to work independently to problem solve better solutions for temporary furniture storage, and bring new ideas to improve our showroom, design, and client experience. The warehouse team member will support the team with unloading donor pick-ups and loading client deliveries. This role requires flexibility, teamwork, critical thinking, and the ability to think creatively. The warehouse team member will also assist with general maintenance of the facilities, including maintaining a clean, safe working environment. Other duties may vary depending on the day and the types of assistance required on-site.
3. **Communications/Social Media Coordinator:** As the Pennsylvania Furniture Mission's Communications Coordinator, this individual will have the opportunity to develop social media content, our blog, and marketing materials for the organization. We welcome new ideas that our communication coordinator may have, so that we can share the mission of the organization with diverse audiences. This role will require creativity, the ability to learn new programs quickly, and the desire to develop new materials that will assist the organization in collaboration with external partners, both for-profit and not-for-profit. There may be opportunities to connect with the local news/media, and table and network at community events as well. Other duties may include general assistance in our administrative team, taking photographs of our clients, volunteers, and team members (with permission), developing website content, and maintaining our presence on Google, etc, while improving our SEO.
4. **Accounting Coordinator:** Our accounting coordinator will assist with maintaining the financial records of the organization, sending invoices to our partner agencies, inputting receipts into our QuickBooks accounts, and ensuring seamless flow of interactions with donors, vendors, and other partners. This individual will be supervised by our executive

director and will have the opportunity to suggest new ways to improve our existing systems. Working knowledge of QuickBooks and experience with basic accounting is a plus.

Schedule: Our regular hours of operation are Monday - Friday 8:30am-5:00pm. There are opportunities for volunteer days outside of regular operating hours, however, they are not as common. Some positions may be hybrid remote/in-person, while others require 100% in-person attendance due to the nature of the role.

Clearances Required: Yes

Contact: Amanda Reilly, 717-813-0771, amanda@pennsylvaniafurnituremission.org

Science in Motion – Elizabethtown, on campus

Mission: Provide hands-on science equipment and consumables to teachers

Position: Student Assistant - Inventory and organize science equipment and consumables, clean science equipment, light office work

Schedule: Flexible, M-F during the day

Clearances: None

Contact: Wendy Martin, 717-514-3643, martinw@etown.edu

Winters Heritage House Museum – Etown, 1 mile from campus

Mission: Our mission is to preserve the historical 1760's original Scots-Irish and German log cabins that make up our Museum and promote the heritage of the people who settled in Elizabethtown. Our mission includes providing interactive educational programs and experiences, genealogy research opportunities, maintaining architectural and historic Elizabethtown records and artifacts and participating in community events as a historical heritage house.

Positions:

1. Story Hour - develop plans for ages 4-9 that include stories, primary source photo analysis, crafts, snack and take-home activity based on the history of the colonial era, Native American, Scots-Irish, German and Swiss heritage.
2. Develop a Walking Tour of Elizabethtown's historic buildings, murals and other sites for visitors to Elizabethtown.
3. History hour for adults - Develop themed monthly history hour programs that include books, images, possible presenters and activities based on the theme of the program.
4. Research opportunities in organizing historical materials of significance to Elizabethtown.
5. Collect oral histories from local residents through taped interviews.

Schedule: Flexible – Wednesday and Thursday, 1:00-3:00pm with some remote possibilities

Clearances required: No

Contact: Teresa St. Angelo, 717-367-4672, Teresa@elizabethtownhistory.org