Sacred Heart Center
1400 Perry St.
Richmond, VA 23224

Purpose of the Organization/ Program
Founded in 1990, the Sacred Heart Center is a non-profit community center serving the Hispanic community. Our mission is to create a hub for Richmond's Hispanic/Latino community that opens opportunities for economic and social integration, self-realization and community leadership.

We offer adult educational opportunities from basic literacy skills to high school equivalency. In addition to English as a Second Language classes, we offer GED classes in Spanish and English, literacy classes in Spanish, and life skills (health, financial, legal) and leadership training. We also host a handiwork circle as part of our outreach to women in the indigenous Mixteco community. In partnership with the Bainbridge Food Ministries, there is a food pantry on site five mornings a week and the Bon Secours Care-A-Van provides a free health clinic on site once a month. Our programs are open to everyone, but programs are designed to meet the particular needs of the Hispanic/Latino community.

During the summer, we offer a half day summer day camp for children in the Hispanic community. Activities include field trips to local museums and other attractions as well as activities on site. We are seeking an energetic and committed bi-lingual volunteer who will serve as the coordinator of our summer program. In summer 2014, we had 30 children in the program. We hope to expand the program to serve 45 children in 2015.

Job Title or Position
Children’s Summer Program Coordinator

Expectations/ Responsibilities of the Position:
The Children’s Summer Program Coordinator would be the on-site coordinator of our children’s summer program. The Coordinator would be working directly with groups of high school students who will serve as our program staff for each week of the program. The Coordinator duties would include participating in program planning, scheduling of field trips, and on-site coordination during the four-six weeks of the program. The coordinator will help to plan, promote, and schedule activities and will also work directly with children and volunteers. Some driving responsibilities may also be included. A valid driver’s license and a good driving record is required.

Qualifications: This position requires the ability to communicate well in Spanish and English, experience and interest in working with children, and organizational skills. Basic computer skills, such as Excel, are desired. A valid driver’s license and good driving record is also required. Creativity, good humor, flexibility and leadership skills are also important for this position.

Working Conditions: The volunteer would work a 35 to 40 hour week, Monday through Friday. Camp days are Monday through Thursday with Friday as an organizational day. Dress code will be casual as appropriate for working with children. The volunteer would have work space at the Sacred Heart Center with telephone and desk and wireless access available. It would be helpful for students to bring their own laptop computers.
**On-Site Mentor/Supervisor:**
Mary Wickham, Executive Director, Sacred Heart Center, 804-230-4399 or Mary_Wickham@shcrichmond.org.

**Supervision Plan:**
The supervisor will also be on site Monday through Thursday and will consult daily with the volunteer. The mentor will be available as needed in addition to regularly scheduled meetings.

**Preparation:**
The volunteer will be required to satisfy a background check and also to complete VIRTUS child abuse prevention training, which will be made available upon arrival. Knowledge of poverty and Hispanic immigration issues will be useful. Volunteers are also encouraged to become familiar with Catholic social teachings as related to social justice issues.