

CLERICAL

American Museum of Natural History

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Felicity Arengo	212-farengo@amnh.org	Manhattan	21766	0001	2
Title		Duration		Qualifications	
Office and Research Assistant- Center for biodiversity and conservation		9/16/10-Ongoing		Special Skills: Research skills, good written communication	
Min-max h/w (times) [Work is available during the following hours] 3-25 (9am-3:30pm)		Job Description Provide general office support: scanning, copying, filing, Research support: internet and library research, database management.		Other persons familiar with the FWS program: N/A	
Work on Weekends: NO		Work on evenings: NO		Transportation: B, C Subway, 79 th Street bus, #1 subway.	

Care for the Homeless

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Linda Safian	212-366-4459 lsafian@cfhnyc.org	Manhattan	23355	0001	1
Title		Duration		Qualifications	
HR& Accounting Assistant		5/2010-5/11		Special Skills: Excel, Word.	
Min-max h/w (times) [Work is available during the following hours] 14-21 Between 9am-5pm Monday-Friday		Job Description		Other persons familiar with the FWS program:	
		Filing, record keeping, coding and copying.		Yvette Wills	
Work on weekends: NO		Work in the evening: NO		Transportation: R to 23 rd street	

Columbia University

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Ellen Spilker, Aracelis Cuevas, Ideta Daniel	(212) 305-4100 Ac391@columbia.edu	Manhattan	18392	0001	2
Title		Duration		Qualifications	
Office Assistant		6/1/10 - 5/31/2011		--	
Min-max h/w (times)		Job Description		Other persons familiar with the FWS program	
[Work is available during the following hours]				--	
20-25 (9am-5pm)		Light computer, filing, typing, mailing, messenger and other light duties.			

Work on weekends: NO	Work in the evening: NO	Transportation: IRT 1, 9, A, C
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CUNY Central

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Grace Lu	718-997-4267	Manhattan	04206	6069	2
Title		Duration		Qualifications	
Marketing& Promotion Assistant/ Events Coordinator		ASAP-On-going		Major/Minor in the field	
Min-max h/w (times)		Job Description		Other persons familiar with the FWS program	
[Work is available during the following hours]				N/A	
20-25 (9am-5pm)		Additional information will be provided upon request			

Work on weekends: NO	Work in the evening: NO	Transportation: Subways: MTA,
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CUNY Central

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Keith Whiteman	646-758-7910 keith.whiteman@mail.cuny.edu	Manhattan	04206	1071	2

Title	Duration	Qualifications
Office Assistant	7/1/10-5/31/11	Computer literate, intermediate level of MS Office, some Qb training
Min-max h/w (times)	Job Description	Other persons familiar with the FWS program
[Work is available during the following hours]		

10-20 (9am-5pm)	Clerical including but not limited to, filing, mail delivery, database management etc.	N/A
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Work on weekends: NO	Work in the evening: NO	Transportation: Subways: A,B,C,D Trains to 59 th . M57 on 57 th westbound
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Evelyn Douglin Center

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Jovanna Rodriquez	718-965-1998 jrodriquez@edcspin.org	Brooklyn	23032	0001	1

Title	Duration	Qualifications
H.R Support(Office Support)	6/10-5/11	Clerical Skills
Min-max h/w (times)	Job Description	Other persons familiar with the FWS program
[Work is available during the following hours]		N/A
15-20 (9am-5pm) flexible	Assist the human resources department with administrative tasks as necessary	

Work on weekends: NO	Work in the evening: NO	Transportation: Subways: N, R or D train to 36th Street in Brooklyn
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Evelyn Douglin Center

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Jovanna Rodriquez	718-965-1998 jrodriquez@edcspin.org	Brooklyn	23032	0001	1

Title	Duration	Qualifications
Office Support	6/10-5/11	Basic computer proficiency, ability to learn phone switch board system, meet and greet.

Min-max h/w (times) [Work is available during the following hours] 15-20 (8:30am-4:30pm)	Job Description Provide administrative and clerical support to office staff. Must have a pleasant, professional demeanor and able to work well independently.	Other persons familiar with the FWS program N/A
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Work on weekends: NO	Work in the evening: NO	Transportation: Subways: N, R or D train to 36th Street in Brooklyn
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Hillels of NY@ Brooklyn College

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Rachel Porges	718-859-1151 Rachel@bchillel.org	Brooklyn	19735	0001	3

Title	Duration	Qualifications
Program assistant, Clerical.	7/2/10-6/30/11	Bi-lingual Russian, Hebrew

Min-max h/w (times) [Work is available during the following hours] 6-20 (9am-8pm)	Job Description Phone calls, Computer graphics, web design assist program director	Other persons familiar with the FWS program Nadya Drukker
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Work on weekends: YES	Work in the evening: YES	Transportation: 2, 5 train 11 & 44 bus
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Human Rights Watch

Rate of Pay
\$7.25 p/h

Supervisor	Sup. Telephone #	Borough	AC #	LC #	# Std Request
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Name Gil Colon	& email 212-216-1813 colong@hrw.org	Manhattan	18642	0001	2-3
Title Administrative Assistant		Duration ASAP-Spring 2011		Qualifications Special Skills: Must be fluent English speaker for phone.	
Min-max h/w (times) [Work is available during the following hours]		Job Description: Front desk work, faxing, filing, preparing invoices, light research.		Other persons familiar with the FWS program:	
10-20 Between 9am-6pm				David Bragg, Russ Pasjig	
Work on weekends: NO		Work in the evening: NO		Transportation: N/A	

New York women in Film & Television				Rate of Pay \$7.25 p/h	
Supervisor Name Easmanie Michel	Sup. Telephone # & email 212-679-0870 info@nywift.org	Borough Manhattan	AC # 20876	LC # 0001	# Std Request 5
Title Office Assistant		Duration ASAP		Qualifications/Skills Computer knowledge	
Min-max h/w (times)		Job Description This position introduces people with limited media experience to New York's entertainment industry. Office assistants contribute with clerical support necessary to the general operation of the organization, number services and the programs that we produce.		Other persons familiar with the FWS program	
0-40hrs (10am-6pm)				N/A	
Work on weekends: NO		Work in the evening: YES		Transportation: Trains: subway, bus	

SUNY Downstate Medical Center

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Anne Shonborn, Diane Pelzer.	718-270-4551 registrar@downstate.edu	Brooklyn	19652	0001	3
Title		Duration		Qualifications/Special skills	
College Assistant		ASAP-5/2011		Computer literate knowledge of the English language	
Min-max h/w (times) [Work is available during the following hours]		Job Description		Other persons familiar with the FWS program	
7.5-37.5 (9am-5pm)		Answering phones, filing, mailings, data entry, general office assistance Miscellaneous clerical, filing, shredding, copying, collating documents, scanning, light data entry.		N/A	

Work on weekends: NO	Work in the evening: NO	Transportation: NYC Transit Bus #44 & #12. NYC Transit train #2 or 5 to Winthrop street station
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SUNY Downstate Medical Center

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Jeffrey Putman, Helen Poncet.	718-270-2187 studentaffairs@downstate.edu	Brooklyn	19652	0001	2
Title		Duration		Qualifications/Special skills	
College Assistant		ASAP-5/2011		Computer literate	
Min-max h/w (times) [Work is available during the following hours]		Job Description		Other persons familiar with the FWS program	
7.5-37.5 (9am-5pm)		Answering phones, filing, mailings, data entry, general office assistance Miscellaneous clerical, filing, shredding, copying, collating documents, scanning, light data entry.		N/A	
Work on weekends: NO	Work in the evening: NO	Transportation: NYC Transit Bus #44 & #12. NYC Transit train #2 or 5 to Winthrop street station			

SUNY Downstate Medical Center

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Dr. S. Deoliverra, Phillip Bones	718-270-2446 admissions@downstate.edu	Brooklyn	19652	0001	4
Title		Duration		Qualifications/Special skills	
College Assistant		ASAP-5/2011		Computer literate knowledge of the English language	
Min-max h/w (times) [Work is available during the following hours]		Job Description		Other persons familiar with the FWS program	
7.5-37.5 (9am-5pm)		Answering phones, filing, mailings, data entry, general office assistance Miscellaneous clerical, filing, shredding, copying, collating documents, scanning, light data entry.		N/A	

Work on weekends: NO	Work in the evening: NO	Transportation: NYC Transit Bus #44 & #12. NYC Transit train #2 or 5 to Winthrop street station
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Surprise Lake Camp

Rate of Pay
\$7.25 p/h

Supervisor Name Sheryl Kirschenbaum	Sup. Telephone # & email 212-924-3131 Sheryl@surpriselake.org	Borough Manhattan	AC # 21144	LC # 0001	# Std Request 2
Title Clerical		Duration 9/2010 or later, flexible		Qualifications/Special skills Basic telephone skills. Basic computer skills.	
Min-max h/w (times) [Work is available during the following hours]		Job Description Answering phones, filing, mailings, data entry, general office assistance			Other persons familiar with the FWS program Sylvie Erlich
6-30 (9am-5pm)					

Work on weekends: NO	Work in the evening: NO	Transportation: #1 Subway on corner (28 th street), 3 blocks from Penn station.
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Youth Ministries for Peace & Justice

Rate of Pay
\$7.25 p/h

Supervisor Name Flyod Coleman	Sup. Telephone # & email 718-328-5622 fcoleman@ympj.org	Borough Bronx	AC # 22274	LC # 0001	# Std Request 1
Title Administrative Assistant		Duration 6/21/10-5/25/11		Qualifications/Skills Preferred basic knowledge of Microsoft word/excel, professional demeanor.	
Min-max h/w (times) [Work is available during the following hours]		Job Description			Other persons familiar with the FWS program

20-35 (9am-5pm)

Filing, copying, faxing.
Receptionist duties, i.e, screen calls,
record messages, greet guests,
announce visitors, coordinate
meetings, handle travel
arrangements, collect and manage
time records, create/manage
database etc.

N/A

Work on weekends: NO	Work in the evening: Occasional evening (5-7pm)	Transportation: Subways: 6 train-elder avenue. #36 bus-Stratford Ave &174 th Street.
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TEACHER

ABC-Cassidy's Place

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Patricia Mckenna	212-845-3855 pmckenna@a-b-c.org	Manhattan	10755	0001	3-8

Title
Assistant Teacher

Duration
9/10-8/11

Qualifications
Special Skills: Must be patient and warm

Min-max h/w (times)
[Work is available during the following hours]
3-30 (9am-5pm)

Job Description
Students will work and play in classrooms with children ages 2-5yr olds in integrated classrooms.

Other persons familiar with the FWS program: N/A

Work on Weekends: NO	Work on evenings: NO	Transportation: IRT to 86 th street. Walk to 88 btw 1 st &2 nd avenue.
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ABC Cody-Gifford Variety House

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Christina Zaccario	212-369-2010 czaccario@a-b-c.org	Manhattan	10755	0001	2-3

Title	Duration	Qualifications
Assistant Teacher	9/10-8/11	Special Skills: Must be warm and nurturing

Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program:
3-20 (9am-3pm)	Students will work and play in classrooms with typically developing children and children with special needs. Infants ages 3yrs	N/A

Work on Weekends: NO	Work on evenings: NO	Transportation: IRT to 86 th street. Walk to 88 btw 1 st & 2 nd avenue.
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ABC-Merricat's Castle

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Linda Wosczyk	212-534-3650 lwosczyk@a-b-c.org	Manhattan	10755	0001	3-6

Title	Duration	Qualifications
Teacher's Aide	9/10-6/20/2011	Special Skills: Must be patient and lovely

Min-max h/w (times) [Work is available during the following hours]	Job Description	Other persons familiar with the FWS program:
3-20 (9am-3:30pm)	Students will work and play in classrooms with children with special needs and typically developing children ages 2-5	N/A

Work on Weekends: NO	Work on evenings: NO	Transportation: IRT to 86 th street. Walk to 88 btw 1 st & 2 nd avenue.
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ABC-Merricat's Echo Park

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Mary Ellen Rooney	646-459-6028 Mrooney@a-b-c.org	Manhattan	10755	0001	3-8

Title	Duration	Qualifications
Assistant Teacher	9/10-8/2011	Special Skills: Must be patient, warm and responsible

Min-max h/w (times) [Work is available during the following hours] 3-30 (9am-3:00pm)	Job Description Students will work in integrated classrooms with children ages birth-5. Also after school program with older children	Other persons familiar with the FWS program: Mary Ellen
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Work on Weekends: NO	Work on evenings: NO	Transportation: IRT to 125 th Street
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Achievement First

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Danielle Wessler	718-623-2660 x1263 daniellewessler@achievementfirst.org	Brooklyn	77126	0001	70

Title	Duration	Qualifications
Tutor	10/2/10-5/7/11	Strong reading and math skills, a commitment to attendance and professionalism. Other persons familiar with the FWS program

Min-max h/w (times)	Job Description	
4-6hrs (9am-2pm)	Tutor work closely with 2-3 students to address core reading and math deficiencies. Program requires 4-5hrs of instruction on Saturday and 7 hour of prep. Tutors will be supervised and developed by an on-site coordinator (a lead teacher at the school)	N/A

Work on weekends: YES Acad. Year; Only Saturdays	Work in the evening: NO	Transportation: -- N/A
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Bell After School

Supervisor Name Vanes	Sup. Telephone # & email 718-741-1536 tcoleman@bellnewyork.org	Borough Bronx	Rate of Pay \$7.50 p/h	AC # 77094	LC # 0001	# Std Request 75+
Title After School Tutor		Duration October 2010- June 1, 2011			Qualifications -- Other persons familiar with the FWS program Oneida Perez Teschia Edwards , Timothy Coleman	
Min-max h/w (times) 9-15hrs Between 2:30pm-6:30pm		Job Description (Additional information provided upon request) Provide academic and enrichment lessons to a cluster of scholars. Provide continuity of program goals to scholars throughout the academic year program.				
Work on weekends: NO		Work in the evening: NO			Transportation: --	

Boys & Girls Club of Harlem

			Rate of Pay \$7.50 p/h			
Supervisor Name Edith Massiah	Sup. Telephone # & email 212-283-6770 edmassiah@harlembgc.org	Borough Harlem		AC # 77123	LC # 0001	# Std Request 20
Title Program Education Coordinator		Duration 7/6/10-6/30/2011			Qualifications Special skills: computer skills Other persons familiar with the FWS program Gisele Shorter	
Min-max h/w (times) 10-20 (9am- 5pm)		Job Description Homework help, targeted tutoring				
Work on weekends: YES		Work in the evening: NO			Transportation: A,B,C,D or #1 train to 145 th	

		Street
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Boys & Girls Harbor Upward Bound

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Crystal Floyd, Sonia Gonzalez	212-427-2244x452 sgonzalez@theharbor.org	Manhattan	00203	0001	1
Title		Duration		Qualifications	
Math Tutor		10/4/10-6/2011		Special skills: Applicant must have a strong knowledge in mathematical concepts.	

Min-max h/w (times)

Job Description

Tutor high school students in Geometry, trigonometry, Algebra 1&2

Other persons familiar with the FWS program

15-20 (3pm- 6pm)

Homework help, targeted tutoring

Rosanna Taveras

Work on weekends: NO

Work in the evening: YES

Transportation:
#6 Train to 103rd Street,
#2,3 train to 110th &Lenox

Boys & Girls Harbor Upward Bound

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Crystal Floyd, Sonia Gonzalez	212-427-2244x452 sgonzalez@theharbor.org	Manhattan	77090	0001	1
Title		Duration		Qualifications	
Science Tutor/Spanish		10/4/10-6/2011		Special skills: Applicant must	

		have a strong knowledge in mathematical concepts.
Min-max h/w (times)	Job Description Tutor high school students in Chemistry, Living environment, Earth Science. Tutor should be knowledgeable in high school scientific concepts.	Other persons familiar with the FWS program
15-20 (3pm- 6pm)		Rosanna Taveras
Work on weekends: NO	Work in the evening: YES	Transportation: #6 Train to 103 rd Street, #2,3 train to 110 th &Lenox

Bryans Educational Center	Rate of Pay \$7.25 p/h
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Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
David & Lorette Bryan	718-282-6944 bryansdaycare@aol.com	Brooklyn	20959	0001	6
Title		Duration		Qualifications/special skills	
Teacher Assistant		9/2010-6/2011		N/A	
Min-max h/w (times) [Work is available during the following hours]		Job Description			

Other persons familiar

with the FWS program

20hrs (9am-1pm, 2pm-6pm)	Assist teacher in classroom. Interact with children, feeding and keeping work area clean. Actively participate in curriculum planning and executing lessons with teacher.	N/A
Work on weekends: NO	Work in the evening: NO	Transportation: B35 and #2 subways. Corner of E.40 th street.

Chinese Methodist Center Corporation

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Mey Joy Choy	212-349-2703 cmcc@cumc-nyc.org	Manhattan	77076	0001	3-5

Title	Duration	Qualifications/Special skills
Head teacher/counselor	July& August/Year round	Responsible, reliable, patient, good communication, commitment. Other persons familiar with the FWS program
Min-max h/w (times) [Work is available during the following hours]	Job Description	
10-20 (9am-6pm)	Plan teaching curriculum and lessons. Organize indoor and outdoor activities. Supervise class children and teachers. Assistants, participate in teacher's orientation, evaluation and meetings.	Gary Chen

Work on weekends: NO	Work in the evening: NO	Transportation: Trains: F, N, R, 4, 5, 6 Buses: M15, M22, M9, M101
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Children's All Day School

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Roni Hearet	212-752-4566 cadskids@aol.com	Manhattan	21288	0001	3

Title	Duration	Qualifications/special skills
Teacher's Aid	9/9/10-8/19/11	Must be majoring in early childhood or psychology or child development Other persons familiar with the FWS program
Min-max h/w (times) [Work is available during the following hours]	Job Description	

10-20 (Between 9am to 12.30pm/3pm to 6pm)	Assist teachers in classroom setting within a pre-school and or infant-toddler aged children	Karen Vernoski, Karen Lee
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Work on weekends: NO	Work in the evening: NO	Transportation: 4,5,6 or N, R to 59 th /Lex. Lex Bus or Madison Bus
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Chinese Methodist Center Corporation

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Mey Joy Choy	212-349-2703 cmcc@cumc-nyc.org	Manhattan	77076	0001	2-3

Title	Duration	Qualifications
Teacher's aide/assistant	Immediately – year round	Enjoy kids, patience, some creativity. Other persons familiar with the FWS program Mey Joy Choy Gary Chen
Min-max h/w (times) [Work is available during the following hours]	Job Description	

Work on weekends: NO	Work in the evening: NO	Transportation: Trains: F, N, R, 4, 5, 6 Buses: M15, M22,
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		M9, M101
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Council of Aid for Central Asian Jews

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Khanna Mastova	718-520-1275 917-518-0904 Khanna11977@earthlink.net	Queens	77066	0001	7-10

Title
Tutor

Duration
6/1/10- 5/31/2011

Qualifications
Knowledge of teaching skills in math and reading. Other persons familiar with the FWS program
Svetlana Rakhminova

Min-max h/w (times)
[Work is available during the following hours]

Job Description

10-20 after-school (3pm-8pm) during the academic year and up to 40 hrs during the summer.

Tutoring students in reading in after-school program and summer day camp. Tutoring students in reading and math in after school program and summer day camp.

Work on weekends: YES, SUNDAYS

Work in the evening: Yes

Transportation:
F train or bus Q60 to 75th Avenue

Elliot Chelsea “ I have a Dream” Program

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Natalie Conyo	212-627-3086	Manhattan	77072	0001	5-10

Title
Remedial Tutors and Recreation Leaders

Duration
6/1/10-5/31/2011

Qualifications
N/A

Min-max h/w (times)
[Work is available during the following hours]
5-20 (3-6pm)

Job Description

Tutors will help 6th and 7th grade students with reading, writing, and math. They will also help facilitate recreation

Other persons familiar with the FWS program
Treston Lambert
Terrence Stokes

activities.

Work on weekends: NO	Work in the evening: NO	Transportation: Subway
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Gloria Wise Community Center

Rate of Pay
\$7.50 p/h

Supervisor Name Frederick Lewis Egeria Bennett	Sup. Telephone # & email 718-379-2999 x221 Egypt651@aol.com	Borough Bronx	AC # 77125	LC # 0001	# Std Request 2
Title Tutor		Duration 9/13/10-5/31/11		Qualifications --	
Min-max h/w (times) 2-20hrs Between 2:30pm-5:30pm		Job Description Assist children with reading and math homework			Other persons familiar with the FWS program N/A

Work on weekends: NO	Work in the evening: YES(Until 7pm)	Transportation: Buses 28, 26, 30, Qbx1 --
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Goddard Riverside Community

Rate of Pay
\$7.50 p/h

Supervisor Name Susan Peters	Sup. Telephone # & email 212-799-9400 youth@goddard.org	Borough Manhattan	AC # 00540	LC # 0001	# Std Request 4
Title Tutor		Duration 9/2010-5/11		Qualifications --	
Min-max h/w (times) [Work is available during the following hours] 5-12.5hrs		Job Description Tutoring youths during homework hour. Tutoring or small group instruction in our learning center			Other persons familiar with the FWS program Roy Baptiste, Mary Ashe

Work on weekends: NO	Work in the evening: NO	Transportation: Trains: 7 th or 8 th ave lines to 96 th street.
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Homes for the Homeless				Rate of Pay \$7.50 p/h	
Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Norma Cabral	212-529-5252 ncabral@hfhny.org	Manhattan	77007	0001	1
Title		Duration		Qualifications/Skills	
Daycare Teacher Assistant		ASAP		N/A	
Min-max h/w (times)		Job Description		Other persons familiar with the FWS program	
		Assist daycare teachers with providing literacy, math and enrichment activities for young children.		Dana Anderson, Brandi Lewis	
8-20 (work hours are flexible)					
Work on weekends: NO		Work in the evening: NO		Transportation: Trains: 2, 5 to Prospect Avenue	

Homes for the Homeless				Rate of Pay \$7.50 p/h	
Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Allison Fraser	212-529-5252 afraser@hfhny.org	Manhattan	77007	0001	1
Title		Duration		Qualifications/Skills	
Daycare Teacher Assistant		ASAP		N/A	
Min-max h/w (times)		Job Description		Other persons familiar with the FWS program	
		Assist daycare teachers with providing literacy, math and enrichment activities for young children.		Dana Anderson, Brandi Lewis	
8-20 (work hours are flexible)					
Work on weekends: NO		Work in the evening: NO		Transportation: Trains: 2, 5 to Prospect Avenue	

Homes for the Homeless			Rate of Pay \$7.50 p/h		
Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Tinnycua Williams	212-529-5252 twilliams@hfhny.org	Manhattan	77007	0001	2
Title	Duration	Job Description		Qualifications/Skills	
After School Teacher's Assistant	ASAP	Help school aged children with homework, assist teachers in facilitating academic and recreation enrichment programs.		N/A	
Min-max h/w (times)				Other persons familiar with the FWS program	
8-20 (work hours are flexible)			Dana Anderson, Brandi Lewis		
Work on weekends: YES (Occasional weekend events are scheduled)		Work in the evening: YES		Transportation: Trains: 2, 5 to Prospect Avenue	

Homes for the Homeless			Rate of Pay \$7.50 p/h		
Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Daniel Kennedy	212-529-5252 dkennedy@hfhny.org	Manhattan	77007	0001	2
Title	Duration	Job Description		Qualifications/Skills	
After School Teacher's Assistant	ASAP	Help school aged children with homework, assist teachers in facilitating academic and recreation enrichment programs.		N/A	
Min-max h/w (times)				Other persons familiar with the FWS program	
8-20 (3pm-7pm)			Dana Anderson, Brandi Lewis		
Work on weekends: YES (Occasional weekend events are scheduled)		Work in the evening: YES		Transportation: Trains: 2, 5 to Prospect Avenue	

IMentor

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Kim Hender	212-461-4330	Manhattan	77072	0001	5-10

Title	Duration	Qualifications
Additional Information provided upon request	Asap-12/23/11 with possibilities of extension through May	N/A
Min-max h/w (times) [Work is available during the following hours] 5-20 (3-6pm)	Job Description Additional Information provided upon request	Other persons familiar with the FWS program Dependent on Job

Work on weekends: NO	Work in the evening: NO	Transportation: 1/2/3/4/5/N/R/W/J/M/Z to 30 Broad street.
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Marc Academy & Family Center, Inc

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Anna L York	718-562-3410	Bronx	77008	0001	3

Title	Duration	Qualifications/Skills:
Teacher/Group Leader Assistant	9/2010-8/31/11	Must be tolerant, excellent interpersonal skills and amenable to working with children with different abilities.
Min-max h/w (times) [Work is available during the following hours]	Job Description Provide support and assistance to children with homework assistance, creative arts projects, reading and math	Other persons familiar with the FWS program

Work on weekends: N/A	Work in the evening: N/A	Transportation: 2105-2111 Jerome Avenue
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Queens County Education for Tomorrow				Rate of Pay \$7.50 p/h	
Supervisor Name Lisa Cogswell	Sup. Telephone # & email 718-740-2400 crddcc@aol.com	Borough Queens	AC # 77110	LC # 0001	# Std Request 2
Title Teacher's Aide	Duration 7/1/10-6/30/11	Qualifications -- Other persons familiar with the FWS program		Job Description Provide tutoring for small groups of pre-school children.	
Min-max h/w (times) [Work is available during the following hours] 5-20 (9:00-6pm)	Qualifications Tushar Thakker				
Work on weekends: NO	Work in the evening: YES	Transportation: Buses: Q2 or Q77			

South Bronx Concerned Citizens, Inc

Rate of Pay
\$7.50 p/h

Supervisor Name Omayra Serrano	Sup. Telephone # & email 718-620-7131	Borough Bronx	AC # 23426	LC # 0001	# Std Request 1-2
Title After school worker	Duration Sept 13- June 28	Qualifications/Skills Must know proper elementary math, spelling, grammar.		Job Description Assist the operations coordinator in helping students with their homework, facilitating educational activities, and keeping the	
Min-max h/w (times) [Work is available during the following hours]	Qualifications/Skills Other persons familiar with the FWS program :				

office toy and organize. Must be responsible with checking homework; that is correct and neat.

N/A

12-15 (3-6pm)

Work on weekends: YES	Work in the evening: NO	Transportation: 6 train to 149 th street
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True Light Lutheran Church

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Ms. Carol Wong	212-962-1482 truelightchurch@att.net	Manhattan	15350	0001	2-3
Title		Duration		Qualifications/Special Skills	
Teacher or Assistant		9/13/2010-6/17/2011		Must be bilingual (English & Chinese), fluent in reading and writing of the English language and be able to communicate in chinese.	
Min-max h/w (times) [Work is available during the following hours]		Job Description		Other persons familiar with the FWS program	
15-17.5 (2:30pm-6pm)		Will work with children. Tutoring them in their school homework, helping and checking their work to make sure it is done correctly.		Armando Cheng	

Work on weekends: NO	Work in the evening: NO	Transportation: Bus & Subway
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Youth Ministries for Peace & Justice

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Flyod Coleman	718-328-5622 fcoleman@ympj.org	Bronx	77064	0001	3

Title Tutor	Duration 10/11/10-5/23/11	Qualifications/Skills Good knowledge about subject he/she is helping with, good communication skills.
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Min-max h/w (times) [Work is available during the following hours] 20-35 (2pm-7pm)	Job Description Tutor group of high school students daily, track and document students' academic progress, prepare for tutor time and develop exercises when students have no homework, develop sense of support and community within tutoring group etc.	Other persons familiar with the FWS program N/A
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Work on weekends: NO	Work in the evening: Occasional evening (5-7pm)	Transportation: Subways: 6 train-elder avenue. #36 bus- Stratford Ave & 174 th Street.
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OTHER

Asian American Legal Defense and Education Fund

Rate of Pay
\$9.00 p/h

Supervisor Name Lillian Ling	Sup. Telephone # & email 212-966-5932	Borough Manhattan	AC # 19760	LC # 0001	# Std Request 1
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Title Intern	Duration 6/1/10 - 5/31/2011	Qualifications/Special skills -- Ability in an Asian language is desirable, but not required.
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Min-max h/w (times) [Work is available during the following hours] 10-15 (9:30am-5:30pm)	Job Description To provide general office assistance including data entry, organizing press clipping and mailings. Act as translator or	Other persons familiar with the FWS program -- N/A
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interpreter.

Dept. of City Planning

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
	212-720-3660	Manhattan	23402	0001	50

Title
College Aide

Duration
Starts 6/14/09

Qualifications
Auto-Cad Illustrator tools
specific to planning & design
Other persons familiar with the
FWS program

Min-max h/w (times)
[Work is available during the
following hours]
21-35 (9am-5pm)

Job Description

Additional information will be
provided upon request.

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Work on weekends: NO	Work in the evening: NO	Transportation: Subways: N/A
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CIVITAS

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Hunter Amstrong	212-996-0745 info@civitasnyc.org	Manhattan	23355	0001	1

Title
Intern

Duration
9/15/10-5/1/11

Qualifications
Special Skills: Should be
comfortable with Microsoft
Excel (Word, Excel) and
computers. Please email
resume only, No phone calls

Min-max h/w (times)
[Work is available during the
following hours]
8-16
Between 9am-5pm Monday-Friday

Job Description

Candidate will be exposed to all
components of operating a
community-based organization:
membership, development, admin,
and event planning and organizing.
Responsibilities will include:
volunteer management, policy
research, community outreach, prep
of written materials, and analysis
and site surveying and streetscape

Other persons familiar with
the FWS program:

Tali Cantor

analysis.

Work on weekends: NO	Work in the evening: NO	Transportation: 6 train @96 th street, buses: M96, 98,101,102,103,1,2,3,4
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Countrywide

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Lawrence & Priscilla Fisk	718-833-9898 ctrywide@aol.com	Brooklyn	30446	0001	3-5
Title		Duration		Qualifications	
Gal/Guy Friday		1/18/2011-4/16/2011		N/A	

Min-max h/w (times)
[Work is available during the following hours]
6-20 (9am-7pm)

Job Description

Responsibilities include answering phones, making appointments, filing and keeping the office looking neat.

Other persons familiar with the FWS program

Priscilla Fisk

Work on weekends: YES (We are open 9am-7pm on Mondays-Fridays; 10am-4pm on Saturdays)	Work in the evening: YES (We are open 9am-7pm on Mondays-Fridays; 10am-4pm on Saturdays)	Transportation: R train to 69 th Street (Bay Ridge Ave) or B1 bus to Bay Ridge and 5 th Avenue.
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Rate of Pay
\$7.50 p/h

Gloria Wise Community Center

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Frederick Lewis	718-379-2999 ext221	Bronx	23392	0001	4

Title Group Counselor	Duration 7/5/10-5/31/11	Qualifications Some youth development background: previous summer camp Experience Other persons familiar with the FWS program:
Min-max h/w (times) [Work is available during the following hours] 6-35 (9am-5pm)	Job Description Plan activities for children ages 5-13yrs old	Egeria Bennett
Work on weekends: NO	Work in the evening: NO	Transportation: Subways: Bx 28, 26, 30, QB 1,

Jumpstart

Supervisor Name Amandine Abraham	Sup. Telephone # & email 212-868-2526 Amandine.abraham@JSTART.ORG	Borough Manhattan	Rate of Pay \$7.50 p/h AC # 77003	LC # 0001	# Std Request 40
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Title Corps Member/Volunteer Coordinator(1)	Duration 10/4/10-5/5/11	Qualifications N/A Other persons familiar with the FWS program N/A
Min-max h/w (times) [Work is available during the following hours] 10-20hrs (9-5pm) Varies per site for required hours.	Job Description Work with children developing literacy, language, and socio-cognitive skills while focusing on early childhood best practices.	

Work on weekends: NO	Work in the evening: NO	Transportation: Trains: N/A
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Homes for the Homeless			Rate of Pay \$7.50 p/h		
Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request

Meagan Danforth **212-529-5252**
mdanforth@hfhny.org

Manhattan 77007 **0001** 1

Title
Family Literacy Assistant

Duration
ASAP

Qualifications/Skills
Spanish-speaking/bilingual a plus

Min-max h/w (times)

Job Description
Assist Family Literacy coordinator in facilitating literacy programs, as well as life skills and parenting activities.

Other persons familiar with the FWS program

8-20 (work hours are flexible)

Dana Anderson, Brandi Lewis

Work on weekends: NO	Work in the evening: NO	Transportation: Trains: 2, 5 to Prospect Avenue
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Long Island City YMCA

Rate of Pay
\$7.50 p/h

Supervisor Name **Sup. Telephone # & email** **Borough** **AC #** **LC #** **# Std Request**

Gerri Sacino **718-392-7932 x241**
gsacino@ymcanyc.org

Queens 77109 **0001** Numerous

Title
After school and summer corp Counselor

Duration
ASAP – (10/10-6/11)

Qualifications/Skills
Individual must major in a child-related and must be patient, cooperative and willing to follow YMCA policies and procedures.

Min-max h/w (times)

20-40 (2pm-7pm or 10am-6pm)

Job Description
Individual will work in a group and help school-age children with their homework and academics (reading, math,

Other persons familiar with the FWS program
N/A

science, etc) through project-based and literacy activities. Staff will be trained.

Work on weekends: NO

Work in the evening: YES 5-7pm

Transportation: Trains F, 7 train (local) to 33rd Rawsoy Street.

Mosholu Preservation Corporation

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Jennifer Beaugrand	718-324-4461(x249) jbeaugrand@mpcbronx.org	Bronx	23414	0001	10

Title
Summer Youth Employment Program
Mentor/Program Assistant

Duration
6/10-/8/10/5/11

Qualifications
N/A

Min-max h/w (times)
[Work is available during the following hours]

Job Description

Other persons familiar with the FWS program
Dawn McEvoy

10-35 (8.30am-6.30pm)

The mentor/intern will serve as a college mentor organizer and supervisor to a team of approximately 5-6 youths

Work on weekends: NO	Work in the evening: NO	Transportation: Subways: 4 train, D or 2 train
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Queens County Education for Tomorrow

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Lisa Cogswell	718-740-2400 crddcc@aol.com	Queens	23176	0001	2

Title
Classroom Aide/helper

Duration
7/1/10-6/30/11

Qualifications
N/A

Min-max h/w (times)
[Work is available during the following hours]

Job Description

Other persons familiar with the FWS program

5-20 (9:00-6pm)

Must be able to assist teacher with classroom duties. Set up for meals and classroom activities. Assist small children

Tushar Thakker

Work on weekends: NO	Work in the evening: YES 2pm-6pm	Transportation: Buses: Q2 or Q77
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The George Walker Jr. Community Coalition, Inc

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Carolyn Walker-Diallo	718-484-1999 info@gwjrc.org	Brooklyn	77021	0001	1

Title	Duration	Qualifications
Administrative Assistant	6/1/10-5/31/11	Special Skills: Must have previous office experience, Microsoft Office, Bilingual (Spanish) a plus. Other persons familiar with the FWS program

Min-max h/w (times) [Work is available during the following hours]	Job Description	Qualifications
35-40 (9.00am-5.00pm)	Answering telephones, coordinating meetings, recoding, messages, assisting in drafting press releases, maintaining organization's records (hard copy and electronic), faxing, copying, filing and other duties as assigned.	Salema Davis

Work on weekends: YES	Work in the evening: NO	J train to Van Siclen Q 56 Train to Wyona St and Jamaica Avenue
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The George Walker Jr. Community Coalition, Inc

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
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Carolyn Walker-Diallo **718-484-1999 info@gwjrc.org** Brooklyn 23284 **0001 1**

Title
Finance and Accounting Intern

Duration
6/1/10-5/31/11

Qualifications
Minimum 3.0 GPA; must be an accounting or finance major
Other persons familiar with the FWS program
Salema Davis

Min-max h/w (times)
[Work is available during the following hours]
20-40 (9.00am-5.00pm)

Job Description
Complete account and/or bank reconciliations, prepare and review organization's financial statements, and perform other work as assigned. Must have strong analytical and problem solving skills and excellent written and verbal skills.

Work on weekends: YES	Work in the evening: NO	J train to Van Siclen Q 56 Train to Wyona St and Jamaica Avenue
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The George Walker Jr. Community Coalition, Inc

Rate of Pay
\$7.25 p/h

Supervisor Name Carolyn Walker-Diallo
Sup. Telephone # & email **718-484-1999 info@gwjrc.org**
Borough Brooklyn
AC # 23284
LC # 0001
Std Request 4

Title
Assistant Girl Scout Leader

Duration
6/1/10-5/31/11

Qualifications
First Aid/CPR Training; Early childhood or Education Major
Other persons familiar with the FWS program
Salema Davis

Min-max h/w (times)
[Work is available during the following hours]
4-10 (9.00am-5.00pm)

Job Description
Administer the Girl Scout Program to Girl Scout ages 5-17, prepare lesson plans and activities for scouts, accompany troops on trips, and any other duties as may be assigned..

Work on weekends: YES(Saturdays)	Work in the evening: NO	J train to Van Siclen Q 56 Train to Wyona St and Jamaica Avenue
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The George Walker Jr.

Rate of Pay
\$7.25 p/h

Community Coalition, Inc

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Carolyn Walker-Diallo	718-484-1999 info@ gwjrcc.org	Brooklyn	23284	0001	4

Title	Duration	Qualifications
Assistant Boy Scout Leader	6/1/10-5/31/11	First Aid/CPR Training; Early childhood or Education Major Other persons familiar with the FWS program
Min-max h/w (times)	Job Description	
[Work is available during the following hours] 4-10 (12-4pm)	Administer the Boy Scout Program to Girl Scout ages 5-17, prepare lesson plans and activities for scouts, accompany troops on trips, and any other duties as may be assigned.	Salema Davis

Work on weekends: YES(Saturdays)	Work in the evening: NO	J train to Van Siclen Q 56 Train to Wyona St and Jamaica Avenue
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Unity Neighborhood Center, Inc.

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Betty Ellis	718-994-8400 Jescol4@aol.com	Bronx	77038	0001	2

Title	Duration	Qualifications
Youth Worker	9/10-2010-5/21/2011	Special Skills: N/A

Min-max h/w (times)	Job Description	
[Work is available during the following hours] 10-20 Between 2:30-5.00pm	Assisting children with homework, snack, dinner, recreation, special projects for school, collecting report cards, and associated activities of after school child care.	Other persons familiar with the FWS program: Betty Ellis

Work on Weekends: NO	Work in the evening: YES (Until 8pm)	Transportation: # 2 train to 233 rd Street
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Women Make Movies

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Amy O'Hara	212-925-0606 x300 2ohava@WMM.com	Manhattan	12822	0001	1

Title	Duration	Qualifications
Web/Promo Assistant	6/1/10-5/1/11	

Min-max h/w (times)	Job Description	Qualifications
10-16 (10:00am- 6:00pm)	Additional information provided upon request	Other persons familiar with the FWS program Maya Jakubowicz

Work on Weekends: NO	Work in the evening: NO	Transportation: N,R,Q,W to Canal St.
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Women Make Movies

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Amy O'Hara	212-925-0606 x300 2ohava@WMM.com	Manhattan	12822	0001	1

Title	Duration	Qualifications
Distribution Assistant	6/1/10-5/1/11	

Min-max h/w (times)	Job Description	Qualifications
10-16 (10:00am- 6:00pm)	Additional information provided upon request	Other persons familiar with the FWS program Maya Jakubowicz

Work on Weekends: NO	Work in the evening: NO	Transportation: N,R,Q,W to Canal St.
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Women Make Movies

Rate of Pay
\$7.25 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Amy O'Hara	212-925-0606 x300 2ohava@WMM.com	Manhattan	12822	0001	2

Title	Duration	Qualifications
Filmmaker Services Assistant, Admin Assistant	6/1/10-5/1/11	

Min-max h/w (times)	Job Description	Qualifications
10-15 (10:00am- 6:00pm)	Additional information provided upon request	Other persons familiar with the FWS program Maya Jakubowicz

Work on Weekends: NO	Work in the evening: NO	Transportation: N,R,Q,W to Canal St.
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YM and YWHA of

Rate of Pay
\$7.25 p/h

Washington Heights and Inwood

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Shara Perlman Michael Fermaglich	212-569-6200	Manhattan	22585	0001	10
Title		Duration		Qualifications	
Counselor		6/1/10-5/31/11		Must enjoy working with one or more of these populations Other persons familiar with the FWS program Susan Herman, Abraham Palma	
Min-max h/w (times)		Job Description			
2-20 (9:00am-5:00pm)		Counselor for children in nursery school, after school, teen, fitness and senior citizen program.			
Work on Weekends: YES(Sunday 9am-5pm)		Work in the evening: YES(Mon-Thurs, 5:00pm-9:30pm)		Transportation: A or 1 train 7 or 100 bus	

YM and YWHA of Washington Heights and Inwood

Rate of Pay
\$7.50 p/h

Supervisor Name	Sup. Telephone # & email	Borough	AC #	LC #	# Std Request
Shara Perlman Michael Fermaglich	212-569-6200	Manhattan	77073	0001	15
Title		Duration		Qualifications	
Tutor/ Counselor		6/1/10-5/31/11		Must enjoy and be good at working with children and a positive role model. Other persons familiar with the FWS program Susan Herman, Abraham Palma, Angela Scardina	
Min-max h/w (times)		Job Description			
2-20 (9:00am-5:00pm)		Tutor/counselor for children in K-6 th grade.			
Work on Weekends: YES(Sunday 9am-5pm)		Work in the evening: YES(Mon-Thurs, 5:00pm-9:30pm)		Transportation: A or 1 train 7 or 100 bus	

Youth Ministries for

Rate of Pay
\$7.25 p/h

		Ave & 174 th Street.
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