



UrbanPromise Ministries  
Equipping a New Generation of Leaders

## VOLUNTEER OPPORTUNITIES

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*Below are various areas one could serve within the programs at UrbanPromise. However, if you feel you could serve in a way that is not listed, please let us know.*

### CAMDENFORWARD SCHOOL (K-8<sup>TH</sup> GRADE)

- **Receptionist** – able to answer and screen phone calls, fax, copy, and type accurately. **Hours: 8:15am-3:30pm**
- **Classroom Aide** – assist the teachers in the classroom with tutoring, reading in small groups, grading assignments, bulletin board preparation, copying, monitoring/escorting children, computer input, and other classroom related duties. **Hours: 8:15am-3:30pm**
- **Lunch/Recess Aide** – able to supervise children during snack, lunch/recess time. Ensure safety and welfare of each child, monitor outdoor games and activities, escort children from restrooms, lunch recess, gym, art, and lunch. **Hours: 10:30am-2:30pm**
- **Administrative/Clerical** – able to input data into computer, file, copy, fax, and phone. Also contact parents, organize files, prepare memos, letters, and flyers. **Hours: 8:30am-12:30pm or 12:30pm-3:30pm**
- **Grant Writing** – research grants based on CFS needs and prepare preliminary proposal for review, specifically in the areas of school safety, professional development, conflict resolution, character formation, science, literacy, math, technology, art, and music. **This assignment could be done at someone's home.**
- **Maintenance** – help with the upkeep of the facility on a daily basis including cleaning bathrooms, vacuuming, gardening, and minor repair. **Hours: 8:15am-6:15pm**
- **Tutors** – tutor students in reading and math as one-on-one or in a small group setting. Focus will be on providing students with support and strategies to become independent learners and thinkers. **Hours: Morning Care 7:15am-8:15am or After Care 3:45pm-5:45pm**
- **After School Workers** – work with children during homework time, escort children to restroom, monitor children during indoor and outdoor play, supervise indoor games, provide snacks, assist with preparation and clean up. **Hours: 3:30pm-6:00pm**
- **Specials** – Do you have a special skill that you could share with our children? Perhaps art, music, computer, writing, library, or physical education? Yes? Then please consider teaching a special class. **Times can vary during the school day.**



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## CHILDREN AND YOUTH MINISTRY

### ▪ CHILDREN

- **After School Program** - work with children during homework time, assist with snacks, play games, and build relationships. **Hours: Monday-Thursday 3:00pm-6:00pm, Volunteers need to be there no later than 4:00pm**

#### **Facilities:**

- **East Camden (2 facilities) 1<sup>st</sup>-8<sup>th</sup> grades**
  - **North Camden 5<sup>th</sup>-8<sup>th</sup> grades**
  - **Downtown Camden 1-4<sup>th</sup> grades**
  - **South Camden 5<sup>th</sup>-8<sup>th</sup> grades**
- **Special Events** - assist with Special Events such as basketball competitions, the harvest carnival, math competitions, speech contests, etc. Roles include set-up, clean-up, judging, refereeing, etc. **Days and Hours Vary**
  - **Vehicle Maintenance** – provide automotive maintenance and/or repair for buses and vans. Change oil, check engine parts, tires, etc. for diesel and gas engines. Must have own equipment and tools. **Hours: Vary**

### ▪ STREET LEADER PROGRAM

- **SAT Prep Tutors** – prepare high school students (from Urban Promise Academy, Street Leaders, and Street Leader Alumni) for the Scholastic Aptitude Tests needed for college entrance. Tutors are specifically needed in Math and English. **Hours: Tuesday evenings 6:30pm-8:00pm at the Student Center**
- **High School Tutors** – tutor high school students (from Urban Promise Academy, Street Leaders, and Street Leader Alumni) in Math and English. **Hours: Tues. & Thurs. afternoons 3:00pm-6:00pm, hours may vary, Student Center**
- **Youth Group** – prepare and shop for meals, offer set-up, and clean-up. **Hours: Once monthly/Friday evenings**

### ▪ SUMMER CAMP

- **Drivers** – provide transportation by driving one of our buses for summer camps provided at various locations in Camden. Need a CDL Bus License with a “P” endorsement. **Hours: Various times during the day (July – mid August)**
- **Intern Hospitality** – Do you have air conditioning, live near a park, have a pool, or something else of interest to college-aged students? Yes? Then please consider hosting a small group of college-aged interns (6-8) for an evening of fun and relaxation. **Hours: Any Friday evening (July – mid August)**



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### URBANPROMISE ACADEMY (9<sup>TH</sup>-12<sup>TH</sup> GRADE)

- **Administrative/Clerical** – able to input data into computer, file, copy, fax, and phone. Also contact parents, organize files, prepare memos, letters, and flyers. **Hours: Mornings, Monday – Friday**
- **Substitute Teach** – substitute for one or two classes in the morning or afternoon. **Hours: Vary, Monday – Friday**
- **Teach (Nine-week segment)** – teach a minor class **once a week** for a nine-week segment (law, business, science, etc.) **Hours: Vary, Monday - Friday**
- **Teach (Short Unit or One Day)** – teach a **short unit or one day class** on a particular subject. **Hours: Vary, Monday – Friday**
- **Tutor** – tutor individual students in a variety of subject areas. **Hours: During Lunch or After School**
- **Office/Files** - help with permanent records-filing, shredding, and keeping order for past students. **Hours: Saturday Morning**

### COLLEGE INTERNS

- **Host a Night Out** – our 10-month academic year and summer interns are housed in the area and serve in our after school/summer camp program sites. They appreciate nights out of the city – some “R&R.” Do you have a pool? Or a house at the shore or mountains? Or an awesome game/media room? Or air-conditioning? Or do you just love to cook? Consider hosting some of our interns for night out?
- **Touch of Home** – sometimes our interns just need a touch of home. Perhaps you have some time to come and enjoy listening to them, bring a snack, take them out for dinner, stock their pantries with some good food, do some errands for them, fix a computer, bake some cookies, or just share life. Our interns come from all across the United States and abroad – consider being a second family to them.



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## GENERAL NEEDS

- **Receptionist** – able to answer phones, take messages, fax, file, or greet people **Hours: Business Hours Monday - Friday**
- **Administrative/Clerical** – able to input data on a computer, copy, file, phone, type letters, fold and stuff envelopes, etc. **Hours: Business Hours Monday – Friday or some work may be done from home**
- **Building Maintenance** – help with general maintenance of the building and grounds. **Hours: Anytime Monday – Friday, or Saturday**
- **Snow Removal/Landscaping** – assist with the removal of snow or general lawn care and landscaping needs of the UrbanPromise campus. **Hours: Anytime Monday – Friday, or Saturday**
- **Grant Writing** – research grants based on needs and prepare preliminary proposal for review, specifically in the areas of after school programming, education, safety, job training, and computers. **This assignment could be done at someone’s home.**

## WORKGROUP PROGRAM

- **Workgroup** – assist with the year round, on-going maintenance of the campus and buildings that house UrbanPromise programs. Work varies on needs, but can include cleaning, light maintenance and repair, yard work, landscaping, and painting. **This opportunity is open to individuals, small groups, churches, and corporate teams. Hours: Vary, Midweek or Saturdays**
- **Workgroup (Week Long, Short Term)** – two-fold opportunity to work within the relational program at UrbanPromise (Camden Forward School, After School Care) and to provide labor for a small work project. Time is divided between the two components. **Hours: Year round program with the most need in the Fall and Winter months**