

2007 ExxonMobil Community Summer Jobs Program

Administered by the Volunteer Center of North Texas

Selected Agency List



Advisory Board of Booker T. Washington High School

Grand Opening Donor Recognition and Event Coordinator

Assist with all aspects of grand opening of new arts magnet high school including coordinating ribbon-cutting; donor luncheon, open house for the public and gala event and concert.

Contact: Sarah Daly

Phone: 214-468-8642

E-mail: sdaly@artsmagnet.org

Fax: 214-468-8676

Website: www.artsmagnet.org

After-School All-Stars in Partnership with the Dallas YMCA

Assistant MIRACLES City Coordinator

Assist with planning, promoting, scheduling and evaluating summer technology youth programs; manage summer camp; attend recruitment events at area community centers and schools; help develop incentives program and mentorship program for 6th-12th grade students.

Contact: Burt Conlisk

Phone: 214-421-5301

E-mail: burtc@ymcadallas.org

Fax: 214-426-3756

Website: www.parksouthymca.org

AIDS Services of Dallas

Development & Events Associate

Assist director with execution of major events including handling logistics for mass mailings, manage spreadsheets, assist with follow up and tracking of community donors.

Contact: Mary Beth O'Connor

Phone: 214-941-0523

E-mail: mbocconor@aidsdallas.org

Fax: 214-941-8144

Website: www.aidsdallas.org

Alzheimer's Association, Greater Dallas Chapter

Public Policy Intern

Research current legislative issues (local, state and national) surrounding the needs of dementia care; compile materials for grassroots volunteers, elected officials and other governmental agencies; develop newsletter content and train public policy volunteers.

Contact: Leanne Hall

Phone: 214-540-2431

E-mail: leanne.hall@alz.org

Fax: 214-827-2064

Website: www.alzdallas.org

The Arc of Dallas

Program Coordinator for Adventure Camp

Provide oversight and assistance of a day camp for children and teens with disabilities including assisting in recruiting, training of camp volunteers and purchasing supplies for camp.

Contact: April Allen

Phone: 214-634-9810 x106

E-mail: aallen@arcDallas.org

Fax: 214-634-9815

Website: www.arcDallas.org

Baylor Family Medicine Residency at Garland

Patient Educator

Plan and collaborate for a Public Education forum on Advanced Directives; plan educational events for health care providers; participate in ethics committee meetings.

Contact: Kathy Bennett

Phone: 972-272-6554 x22223

E-mail: kathleeb@baylorhealth.edu

Fax: 972-272-9137

Website: www.baylorhealth.edu

Big Thought*Field Trip Management Assistant*

Manage and coordinate summer field trips for children in grades 3-6 to experience arts and culture by visiting museums, musicals, plays and storytelling performances.

Contact: Laura Orange

Phone: 214-520-0023 x219

E-mail: lorange@bigthought.org

Fax: 214-520-8322

Website: www.bigthought.org

Bryan's House*Summer Activities Coordinator*

Assess children's needs and developmental progress on an on-going basis; provide an integrated curriculum that meets the needs of individual children; plan field trips, special visitors and long-term projects to supplement curriculum goals; plan and implement weekly lesson plans.

Contact: Lyn Lucas

Phone: 214-559-3946 x128

E-mail: llucas@bryanshouse.org

Fax: 214-559-2827

Website: www.bryanshouse.org

Buckner Missions*International Missions Assistant*

Coordinate international summer mission trips; serve as leader for international trip in July; develop presentations for each country the agency works in; collect, write and publish devotionals for a trip journal to be given to trip participants.

Contact: Eraina Larson

Phone: 214-388-1442 x222

E-mail: elarson@buckner.org

Fax: 214-381-1625

Website: www.buckner.org

Camp Summit*Marketing and Special Events Assistant*

Help create and implement 60th anniversary event and support fall fundraising planning.

Contact: Kelli Hogg

Phone: 972-484-8900 x107

E-mail: k.hogg@campsummittx.org

Fax: 972-620-1945

Website: www.campsummittx.org

Captain Hope's Kids*Back to School Coordinator*

Plan, organize and implement Back to School recreational activity; facilitate in-kind donation drives for back to school supplies; manage volunteers; assist in educating public about the organization; solicit and maintain relations with donors of in-kind supplies.

Contact: Jada Simpson

Phone: 214-630-5765 x15

E-mail: development@captainhope.org

Fax: 214-630-8782

Website: www.captainhope.org

Center for Nonprofit Management*Marketing Intern*

Create, edit and publish an issue of a monthly e-newsletter; plan and implement a networking event including coordinating logistics and marketing the event; contribute to the development, design and distribution of marketing materials; assist in market research (focus groups, surveys, evaluations).

Contact: Katie Greene

Phone: 214-826-3470 x225

E-mail: greenek@cnmDallas.org

Fax: 214-887-9488

Website: www.cnmDallas.org

Center for Survivors of Torture*Program Assistant*

Recruit new volunteers and develop programs to meet client need and volunteer talents; develop volunteer training handbook; input client and volunteer data; help with planning special events (children's event, UN Day Celebration and pool party); help develop media contacts. May also include development of newsletter and community relations and donations programs.

Contact: Sharmin DeMoss

Phone: 214-827-2314

E-mail: jobs@cstnet.org

Fax: 214-887-1401

Website: www.cstnet.org

ChildCareGroup*Inclusion Intern*

Develop and implement Individualized Education Plans (IEPs) for children with special needs; assist with the identification of special needs children using Denver and Battelle screening tools; make referrals, provide follow-up services and implement transitions plans; assist with training sessions on emotional/behavior/social problems for parents and staff; plan and coordinate special activities and events for children.

Contact: Kathy Dyer

Phone: 214-905-2476

E-mail: kdyer@ccgroup.org

Fax: 214-688-4436

Website: www.childcaregroup.org

Children of Uganda*Tour Development Assistant*

Help plan nationwide tour of 22 Ugandan children to raise money for AIDS orphans of Uganda as well as assist with ongoing sponsorship communications and donor relations.

Contact: Charlotte Graves

Phone: 214-824-0661

E-mail: charlotte@childrenofuganda.org

Fax: 214-826-1347

Website: www.childrenofuganda.org

Children's Medical Center Dallas*Summer Teen Volunteer Coordinator*

Responsible for successful functioning of summer volunteer program, including recruitment, orientation and placement of all summer volunteers.

Contact: Rebecca McBride

Phone: 214-456-6388

E-mail: rebecca.mcbride@childrens.com

Fax: 214-456-6193

Website: www.childrens.com

Choristers Guild*Grant Writer*

Research potential grant funding sources; write and submit select grant proposals; help with conference planning; assist with marketing efforts and communications.

Contact: Jim Rindelaub

Phone: 972-271-1521 x227

E-mail: jrindelaub@mailcg.org

Fax: 972-840-3113

Website: www.choristersguild.org

Circle of Support, Inc.*Summer Program Coordinator*

Coordinate all arrangements for scheduled activities (reservations, planning itineraries, etc.); supervise students during various program activities, events and recreation; recruit volunteers to serve as speakers and mentors; network with community organizations and businesses; plan and organize end of summer celebration and National Summer Learning Day.

Contact: Dianne Robinson

Phone: 214-565-2089

E-mail: supportdwr@sbcglobal.net

Fax: 214-565-8444

Website: www.circlesupport.org

Circle Ten Council: Boy Scouts of America*Assistant Business Manager*

Oversee trading post manager and all trading post staff; maintains weekly physical inventory, weekly meal counts and daily cash reports; responsible for set up of Trading Post (organizing storage and display areas).

Contact: Travis Taber

Phone: 940-779-2131

E-mail: ttaber@bsamail.org

Fax: 940-779-2006

Website: www.circle10.org

City of Dallas, Office of Mayor and Council*Volunteer Coordinator*

Develop and implement volunteer program in support of annual Mayor's Back to School fair; coordinate volunteer training program; write requests for individual, corporate and foundation assistance in recruitment efforts; develop public relations strategies and informational programs to encourage volunteer support for the event; plan, organize and implement volunteer recognition events and activities.

Contact: Gaytha Davis

Phone: 214-670-5658

E-mail: gaytha.davis@dallascityhall.com

Fax: 214-670-1819

Website: www.dallascityhall.com

Community Partners of Dallas*Back-to-School Supply Drive Intern*

Manage community wide school supply drive, including soliciting donations, coordinating collection and distribution of supplies, developing and sending press releases and managing media contacts, inventory and budgeting.

Contact: Katie Mears

Phone: 214-583-4018

E-mail: katie@cpdtx.org

Fax: 214-879-1073

Website: www.communitypartnersdallas.org

Conference of Southwest Foundations*Member Services Associate*

Conduct literature reviews on topics of philanthropy, particularly in areas of giving trends, research reports and governance of organized philanthropy; audit and catalog existing print and electronic resources; create a reference guide for materials; design a resource guide for members.

Contact: Adrienne Cox Trammell

Phone: 214-740-1787

E-mail: act@c-s-f.org

Fax: 214-740-1790

Website: www.c-s-f.org

The Crow Collection of Asian Art*Summer Programs Intern*

Coordinate all aspects of summer programming for children that highlight Asian culture and artistic traditions; plan and implement daily activities for summer day camps; identify appropriate artists, speakers and demonstrations; negotiate contracts; manage budgets; create marketing materials for day camps and advertise programs.

Contact: Neil Sreenan

Phone: 214-271-4480

E-mail: nsreenan@crowcollection.org

Fax: 214-979-6439

Website: www.crowcollection.org

The Dallas Arboretum*Education Intern*

Assist with implementation of summer camps for children; research and develop educational programs for children; attend in-house training classes and field trips related to horticultural sites.

Contact: Amy Winkelmeyer

Phone: 214-515-6539

E-mail: awinkelmeyer@dallasarboretum.org

Fax: 214-515-6578

Website: www.dallasarboretum.org

Dallas Bethlehem Center*Public Relations/Marketing Intern*

Develop marketing plan for small nonprofit, write news releases, make updates/revisions to agency website, generate form letters for mailings, assist in planning special events and take photos of events for newsletter.

Contact: Hope Wharton

Phone: 214-428-5171

E-mail: dbc2005@sbcglobal.net

Fax: 214-428-5180

Website: www.dallasbethlehemcenter.org

Dallas CASA*CASA Child Advocate*

Visit children in foster or group homes; identify resources for safe, permanent homes outside of the foster care system; prepare written reports and present them in court hearings; be responsible for advocacy services for 10-15 children.

Contact: Brandon Smith

Phone: 214-827-9603 x270

E-mail: bsmith@dallascasa.org

Fax: 214-827-5182

Website: www.dallascasa.org

Dallas Children's Advocacy Center*Crimes Against Children (CAC) Conference Intern*

Work with Conference Director to organize various aspects of the largest professional training conference in the world to combat child abuse including registration, advertising, logistics and collateral materials; interact with front-line professionals in varying fields and gain increased awareness of issues related to child abuse; and attend and participate in conference staff meetings in order to better understand the process of planning and coordinating a large event.

Contact: Larry Robins

Phone: 214-818-2652

E-mail: lrobbins@dcac.org

Fax: 214-823-4819

Website: www.dcac.org

Dallas Community Lighthouse*Camp Counselor/Program Curriculum Developer*

Work hands-on with group of youth (ages 6-12); carry out daily curriculum and recreational activities as assigned; provide weekly program activity report; provide guidance to volunteers; provide weekly activity report; design and develop curriculum for 2008 summer camp (overall camp theme; activities; field trips and tutoring exercises).

Contact: Diana Baker

Phone: 972-682-5455

E-mail: dianabaker@communitylighthouse.org

Fax: 972-682-5455

Website: www.communitylighthouse.org

Dallas Community Television*Associate Producer*

Pre-production planning for programming; direct community involvement with organizational representatives; work with teams of staff and volunteer production team; opportunity to produce program or PSA from concept to completion.

Contact: Dwain Elliott

Phone: 214-631-5571

E-mail: delliott@dctvdallas.org

Fax: 214-637-5342

Website: www.dctvdallas.org

Dallas County Community Supervision and Corrections Department*Community Supervision Officer Intern*

Assist in performing investigative casework involving community supervision pre-and post sentence reports; counsel and supervise clients; develop and implement supervision plans; oversee maintenance and documentation of case records.

Contact: Rudy Acosta

Phone: 214-653-8512

E-mail: racosta@dallascounty.org

Fax: 214-653-8491

Website: www.dallascounty.org

Dallas Furniture Bank*Project Development Coordinator*

Plan, implement and give oversight to special projects to increase awareness of the agency, connect volunteers to the organization and provide for more donations to serve existing partners.

Contact: Tina Robertson

Phone: 972-241-6558

E-mail: office@dallasfurniturebank.org

Fax: 972-241-6958

Website: www.dallasfurniturebank.org

Dallas Heritage Village*Curatorial Intern*

Complete and update collections management records, including condition reports, inventories and electronic database information; research fashion and textile history focusing on North Texas; develop small exhibit and exhibit guide featuring collection that will be on display fall 2007.

Contact: Evelyn Montgomery

Phone: 214-413-3670

E-mail: emontgomery@dallasheritagevillage.org

Fax: 214-428-6351

Website: www.dallasheritagevillage.org

Dallas Holocaust Museum*Return to Life Exhibit Intern*

Help create pilot for a searchable interactive computer-based exhibit with testimony videos; compile archive footage/materials from various sources including personal life histories.

Contact: Amanda Dossey

Phone: 214-741-7500 x107

E-mail: adossey@dallasholocaustmuseum.org

Fax: 214-747-2270

Website: www.dallasholocaustmuseum.org

Dallas Metrocare Services*Philanthropy Assistant*

Assist with fundraising, marketing and public relations efforts; identify, research and prepare grant requests.

Contact: Sandy Stephens

Phone: 214-743-1226

E-mail: sstephe@dallasmetrocare.com

Fax: 214-630-3469

Website: www.dallasmetrocare.com

Dallas Public Library*International Book Fair Intern*

Coordinate and attend staff and community committee meetings; communicate with authors, vendors and other participants; help with program logistics and setup; organize and schedule volunteers for the event; assist with designing and distribution of marketing materials.

Contact: Will Massey

Phone: 214-670-3767

E-mail: jasper.massey@dallaslibrary.org

Fax: 214-670-7839

Website: www.dallaslibrary.org

Downtown Improvement District*Capital Improvement Project Coordinator*

Supervise contractor performance to ensure project specifications and deadlines are followed; work closely with various city stakeholders to coordinate projects and communicate project progress; identify potential landscaping projects for summer or fall implementation; obtain proposals for projects and provide recommendations for contractor assignment.

Contact: Paul Lindenberger

Phone: 214-744-6668

E-mail: lindenberger@downtowndallas.org

Fax: 214-744-1986

Website: www.downtowndallas.org

End Stage Renal Disease Network of Texas, Inc.*Special Events Coordinator*

Design and coordinate a state wide bowling tournament to benefit agency; develop sponsorship packets and make initial contact with sponsors; help recruit volunteers for regional tournaments; develop promotional flyers and submit press releases to various media outlets.

Contact: Geli Brown

Phone: 972-503-3215 x316

E-mail: gbrown@nw14.esrd.net

Fax: 972-503-3219

Website: www.esrdnetwork.org

Fine Arts Chamber Players*Assistant Director – Basically Beethoven Festival*

Provide operational and logistical services in the planning and implementation of a four-concert classical chamber music series on Sunday afternoons in July; act as a liaison for artists, technical personnel, vendors and patrons; supervise stage crew and house staff; coordinate volunteers to assist in concert set-up and to serve as ushers and on-stage announcers.

Contact: Habib Lorient-Bettaieb

Phone: 214-520-2219

E-mail: music@fineartschamberplayers.org

Fax: 214-521-7558

Website: www.fineartschamberplayers.org

The First Tee of Dallas*Outreach Assistant*

Identify and establish contact with potential community partners, volunteers, participants, grantors/donors and media; create and publish news releases and help maintain website.

Contact: Chuck Walker

Phone: 214-323-2323

E-mail: cwalker@thefirstteedallas.org

Fax: 214-745-5390

Website: www.thefirstteedallas.org

Galaxy Counseling Center*Development Associate*

Assist with planning and implementation of annual special event and conference; secure in-kind donations for golf tournament and conference; research and identify prospective donors; write and distribute press releases for events and programs; help design brochures and other collateral materials and assist in the production of the quarterly newsletter.

Contact: Lacie Kuhn

Phone: 972-272-4429

E-mail: lkuhn@galaxycounseling.org

Fax: 972-494-2812

Website: www.galaxycounseling.org

Genesis Women's Shelter*Children's Case Manager Intern*

Work with clients and their children to provide referrals and other resources; plan and execute children's activities in group settings and field trips; work with area nonprofits to administer "back to school" program for children in various shelters and programs.

Contact: Delana Baker

Phone: 214-389-7767

E-mail: dbaker@genesissshelter.org

Fax: 214-943-9269

Website: www.genesissshelter.org

Gilda's Club North Texas*Community Outreach Specialist*

Develop a multi-year marketing plan with appropriate messages, targeted media and creative communication tools to reach North Texas Hispanic families concerning the benefits of agency programs for men, women and children living with cancer.

Contact: Mirchelle Louis

Phone: 214-219-8877 x119

E-mail: mirchelle@gildasclubtx.com

Fax: 214-219-5544

Website: www.gildasclubtx.com

Girl Scouts of Northeast Texas*Volunteer Support Specialist*

Support existing volunteers in managing their troops and service units; conduct one-on-one meetings with troop leaders to evaluate leadership experience and help establish action plans for 2007-2008 program year; help develop service unit action plans including establishment of recruitment and retention goals and event planning.

Contact: Alex Samples

Phone: 214-946-7075 x101

E-mail: asamples@tejasgsc.com

Fax: 214-946-0907

Website: www.tejasgsc.org

Globe Aware*Film Editor*

Capture and transfer training video to digital format; edit and condense video to DVD for use by coordinators in the field.

Contact: Kimberly Haley-Coleman

Phone: 214-823-0083

E-mail: kimberly@globeaware.com

Fax: 214-823-0084

Website: www.globeaware.org

Heart House Dallas*PR/Marketing Intern*

Create and implement new and creative marketing strategies and evaluate their impact; develop and maintain internal monthly newsletter for staff and volunteers; develop media contacts and submit press releases, feature stories, event pictures and other news to various media outlets; assist with special events and fundraisers.

Contact: Terry Pridmore

Phone: 214-750-7637

E-mail: tpridmore@hearthouse.org

Fax: 214-750-1843

Website: www.hearthousedallas.org

Human Rights Initiative*Public Relations Coordinator*

Contribute to the development and implementation of public and media relations plan and community outreach for Women and Children Program including creating outreach plan, maintaining media lists, writing press releases and pitch letters, drafting template outreach letters and creating promotional materials, and conducting outreach to community organizations.

Contact: Matthew Seymour

Phone: 214-273-4342

E-mail: mseymour@hrionline.org

Fax: 214-855-0793

Website: www.hrionline.org

International Rescue Committee*Resource Development and Grant Writing Intern*

Help plan and coordinate two donor events; research, write, edit and submit grant proposals; implement public relations plan to increase awareness of the program.

Contact: Katie Kabage

Phone: 214-461-9781 x18

E-mail: katie.kabage@theIRC.org

Fax: 214-461-9782

Website: www.theIRC.org

Irving Cares*Employment Services Case Worker*

Design and implement a Job Search Seminar curriculum; document community needs and client trends in employment; identify new job leads and assess client's employment and educational needs; maintain client files and write case notes.

Contact: Kimberly Knight

Phone: 972-721-9181 x207

E-mail: kknight@irvingcares.org

Fax: 972-438-7345

Website: www.irvingcares.org

Irving Community Development Corporation*Construction Intern*

Help bid out jobs, monitor projects to ensure plans and specifications are followed, track budgeted resources for assigned phases, coordinate daily job tasks for onsite field work, prepare for inspections and complete daily job reports.

Contact: Sam Jackson

Phone: 972-253-8336

E-mail: irvingcdc@verizon.net

Fax: 972-253-8326

Website: www.irvingcdc.com

Juliette Fowler Homes Inc.*Residential Treatment Specialist Intern*

Provide informal counseling as a member of a treatment team; lead and develop recreational, cultural, educational or artistic programming; attend staff and board meetings and have responsibility for the care and well being of adolescents in the program.

Contact: Jeana Smith

Phone: 214-827-0813 x7203

E-mail: cyfs.program@fowlerhomes.org

Fax: 214-827-2901

Website: www.fowlerhomes.org

Junior Achievement of Dallas*Marketing/Education Intern*

Coordinate auction/prize solicitation campaign for special fundraising events; develop and coordinate public relations plans, timelines and campaigns for a variety of programs; create multi-media campaign to solicit sponsors and volunteers; meet and network with Dallas business leaders.

Contact: Melissa Owen

Phone: N/A

E-mail: mowen@jadallas.org

Fax: 972-690-0098

Website: www.jadallas.org

Legacy Founder's Cottage*Junior Program Director*

Learn to network with HIV/AIDS agencies; provide case management support to clients; develop care plans for clients.

Contact: Melissa Grove

Phone: 214-520-6308 x302

E-mail: legacycounseling@aol.com

Fax: 214-521-9172

Website: www.legacycounseling.com

The Leukemia & Lymphoma Society*Patient Services Intern- Bilingual (Fluent in Spanish)*

Develop awareness program to reach underserved Hispanic blood cancer patients and their families; organize and identify speakers to carry out an educational event conducted in Spanish on cancer education; identify community resources to facilitate program; assist with development of marketing pieces to promote program; work with volunteer ambassador program to recruit Hispanic volunteers.

Contact: Kim Brown

Phone: 972-354-8302

E-mail: kims.brown@lls.org

Fax: 972-239-0892

Website: www.lls.org/ntx

Metrocrest Social Services*Emergency Assistance Caseworker*

Assess and assist clients seeking crisis assistance and other basic needs; develop special research project.

Contact: Camilla Zimbal

Phone: 972-446-2100 x12

E-mail: czimbal@metrocrestsocialservices.org

Fax: 972-446-2102

Website: www.metrocrestsocialservices.org

Mosaic Family Services*Financial Education Associate*

Coordinate, schedule and teach basic money management skills and financial education to refugee and immigrant women; create customized curriculum for clients with basic English proficiency.

Contact: Melissa Adkins

Phone: 214-821-5393 x235

E-mail: melissaa@mosaicsservices.org

Fax: 214-821-0810

Website: www.mosaicsservices.org

National Kidney Foundation of North Texas*Patient Services Intern*

Assist in planning and coordination of screenings for kidney disease, patient education seminars, Kidneys in the Classroom program and health fairs; distribute educational information; assist with patient calls and fulfill product orders; assist in expanding visibility of the foundation in the community.

Contact: Leslie Clay

Phone: 214-351-2393

E-mail: lclay@nkft.org

Fax: 214-351-3797

Website: www.nkft.org

New America Alliance Institute*Philanthropy and Human Capital Intern*

Provide support for program development of new initiatives; assist with recruitment efforts for Emerging Leaders Program; conduct and organize research of top 50 Foundations in the nation; help plan and organize conference in June.

Contact: Rosalinda Ruiz

Phone: 214-466-6410 x114

E-mail: ruiz@naaonline.org

Fax: 214-466-6415

Website: www.naaonline.org

New Beginning Center*Trendsetters Project Assistant*

Train, educate and develop youth leaders in a summer peer leadership program for high school students to create domestic violence awareness action plans.

Contact: Becky George

Phone: 972-276-0423 x229

E-mail: bgeorge@newbeginningcenter.org

Fax: 972-276-1344

Website: www.newbeginningcenter.org

New Friends New Life*Marketing Associate*

Plan, design and publish agency brochures targeting clients and donors; update agency website; make advertising contacts for fall fundraising event.

Contact: Carolyn Pool

Phone: 214-965-0935

E-mail: cpool@newfriendsnewlife.org

Fax: 214-965-9561

Website: www.newfriendsnewlife.org

Nexus Recovery Center*Volunteer Coordinator*

Assess current volunteer needs for agency; design and implement complete volunteer program, including establishment of program goals and appropriate measures; develop new volunteer projects to benefit agency; create and conduct (or identify outside source) for a volunteer/staff relationship workshop for agency staff.

Contact: Lora Brandis

Phone: 214-321-0156 x2104

E-mail: lbrandis@nexusrecovery.org

Fax: 214-324-1994

Website: www.nexusrecovery.org

North Dallas Shared Ministries*Program Assistant*

Interview and counsel low income clients seeking food and/or financial assistance; process CEAP applications for utility assistance for elderly and disabled clients; act as interpreter and interviewer for Spanish-speaking clients (if bilingual).

Contact: Judy Rorrie

Phone: 972-620-0505

E-mail: judy@ndsm.org

Fax: 972-620-0433

Website: www.ndsm.org

Rainbow Days, Inc.*Children and Family Services Intern*

Coordinate and implement annual *Back to School Party* for 350 homeless children and their families; implement *Family Connection* services for children in multiple risk environments (*Family Connection* services include: Curriculum-Based Support Groups (CBSGs), Learning Tools Kits, Family Play Time, and Life Enrichment Activities—Art with a Heart, Family Outings, Fall Harvest, Camp Broadway, Kids' University and Rainbow Day's Adventure Camp).

Contact: Kelly Wiezbinski

Phone: 214-217-3817

E-mail: kellyw@rdikids.org

Fax: 214-887-0729

Website: www.rdikids.org

Retina Foundation of the Southwest*Pediatric Eye Research Intern*

Learn to conduct and assist with various vision tests for a research project in amblyopia (lazy eye); perform interviews and clinical tests in accordance with research protocol; collect, process and coordinate research data in support of the amblyopia (lazy eye) study.

Contact: Eileen Birch

Phone: 214-363-3911 x111

E-mail: ebirch@retinafoundation.org

Fax: 214-363-4538

Website: www.retinafoundation.org

Sequoia, Inc.*Development Assistant*

Develop and implement a planned giving program for the agency which may include development-related duties such as research; cultivating relations with individual, foundation, and corporate donors; creating a Planned Giving manual; writing and submitting press releases; writing grant applications and posting information in the agency newsletter and on the website.

Contact: Luann Golden

Phone: 214-634-3431 x106

E-mail: lgolden@sequoiainc.org

Fax: 214-905-1114

Website: www.sequoiainc.org

Shakespeare Dallas*Assistant House Manager*

On-site management for all summer performances including membership sales and park preparation; coordinate front-of-house operations, nightly membership reports and patron services.

Contact: Chris McMurty

Phone: 214-559-2778 x0#

E-mail: cmcmurtry@shakespearedallas.org

Fax: 214-559-2782

Website: www.shakespearedallas.org

TACA (The Arts Community Alliance)*Special Events Assistant*

Work on combining two major special events into one weekend-long event; manage reservations, and chance ticket promotion; aid in writing and design of promotional materials; enter auction item donations into Raiser's Edge (TACA's fundraising software); produce reports detailing auction items received; coordinate pick-up and delivery of auction items with donors; generate new auction requests; follow up auction requests and acknowledge contributions.

Contact: Amy Taylor

Phone: 214-520-3930

E-mail: amy.taylor@taca-arts.org

Fax: 214-520-3839

Website: www.taca-arts.org

Texas Discovery Gardens*Summer Volunteer Coordinator*

Recruit, train and supervise summer volunteers; coordinate recruitment campaigns to identify new volunteers and publicize the campaign through local media.

Contact: Carron Short

Phone: 214-428-7476 x34

E-mail: cshort@texasdiscoverygardens.org

Fax: 214-428-3558

Website: www.texasdiscoverygardens.org

Theatre Three*Assistant to the Musical Director*

Serve as Musical Director and Sound Designer for annual summer children's show; assist in transposing or writing parts for individual performers for rehearsal purposes; assist in full cast rehearsals and appointments with individual performers; help prepare royalty reports and contact negotiations for various shows.

Contact: Terry Dobson

Phone: 214-871-3300 x201

E-mail: tdob217@yahoo.com

Fax: 214-871-3139

Website: www.theatre3dallas.com

Transition Resource Action Center (TRAC)*Event Coordinator*

Plan and implement an event for clients, staff and community members; secure a venue, sponsors and advertising opportunities; develop a budget for the event; recruit volunteers; design and send invitations.

Contact: Lisa Stabler

Phone: 214-370-9300 ext. 27

E-mail: lisa@traconline.org

Fax: 214-370-9305

Website: www.traconline.org

United Cerebral Palsy of Metropolitan Dallas*Volunteer Program Coordinator*

Develop a program to recruit, train, place and recognize volunteers including policies and procedures.

Contact: Jan Zeigler

Phone: 214-351-2500

E-mail: janzeigler@ucpdallas.org

Fax: 214-351-2610

Website: www.ucpdallas.org

United Way of Metropolitan Dallas*Campaign Programs Intern*

Help plan and execute special programs including volunteer trainings and rallies, speakers' training, receptions, appreciation events and luncheons.

Contact: Corey Young

Phone: 214-978-2079

E-mail: cyoung@unitedwaydallas.org

Fax: 866-216-3093

Website: www.unitedwaydallas.org

Volunteer Center of North Texas*Hands On North Texas Program Assistant*

Plan, coordinate and implement all aspects of annual event; create marketing pieces (flyers, posters, etc.); write press releases and follow up with media; recruit and train volunteer project leaders for the event; select multiple sponsoring locations and coordinate event logistics with sponsor representatives; assist with event evaluation.

Contact: Priscilla Oglevie

Phone: 214-826-6767 x250

E-mail: poglevie@volunteernorthtexas.org

Fax: 214-821-8716

Website: www.volunteernorthtexas.org

Wesley-Rankin Community Center*Bartering System Trainer and Marketing Intern*

Educate community on the use of a new bartering (trade) system; train community members how to use the system; facilitate bartering/trade exchanges; develop training and marketing materials to promote the system; create an evaluation tool to measure effectiveness.

Contact: Kathy Stutesman

Phone: 214-742-6674 x113

E-mail: kathy@wesleyrankin.org

Fax: 214-741-2150

Website: www.wesleyrankin.org

The Wilkinson Center*CLIMB Summer Camp Assistant Director*

Implement and oversee the summer camp program at a specific site location; responsible for creating a safe, fun, learning environment for students and maintaining positive relationships with parents and site hosts.

Contact: Mollie Menton

Phone: 214-821-6380 x213

E-mail: mollie_menton@wilkinsoncenter.org

Fax: 214-827-1972

Website: www.wilkinsoncenter.org

YMCA of Metropolitan Dallas - Richardson Branch*Summer Camp Activity Director*

Responsible for the planning and implementation of all camp activities for youth ages 4-12; coordinate opening/closing ceremonies, game and craft rotations; schedule volunteers/professionals to lead specialized activities; lead games, songs, skits, etc.; implement Character Counts system.

Contact: Abby Bullock

Phone: 972-231-3424

E-mail: abbyb.richardson@ymcadallas.org

Fax: 972-669-8012

Website: www.richardsonfamilyymca.org