

## Federal Work Study Information - 2025

### College St. Children's Center

**Contact:** Lorie Mulcahey  
[csccdirector228@gmail.com](mailto:csccdirector228@gmail.com)  
(802) 388-2401

#### **Classroom assistant**

College Street Children's Center is looking for reliable, energetic, and flexible support teachers who enjoy young children and being a team player. This is a part-time work study position. If interested please email your resume, cover letter and 3 letters of reference to Lorie Mulcahy at [csccdirector228@gmail.com](mailto:csccdirector228@gmail.com)

### Addison County Solid Waste Management District (ACSWMD)

**Contact:** Emily Johnston  
802 388-2333

**Position Title:** Waste Reduction Program Assistant

**Expected time:** flexible days and hours within work study limits

**Wage:** \$14.43/hr (Skilled – Level B)

#### **Job Description:**

The proposed service project will be serving with the Public Outreach Coordinator (as direct supervisor) and Program Manager to implement the mandates of the District's Solid Waste Implementation Plan (SWIP) by the deadlines established therein. Based on interest and experience, responsibilities may include developing and implementing strategies for improving awareness and participation in waste reduction and diversion programs for residents, schools and businesses in the District, including recycling, organics, and special wastes. Specifically, duties may include: assisting with the generation of the District's biennial Waste Diversion report; producing and distributing publications about the District's mission and programs; assisting with maintaining social media platforms (Instagram, Facebook, Front Porch Forum, and webpage); creating and implementing online and/or in-person workshops on a variety of waste reduction topics; assist with special waste reduction efforts such as the District's "Repair Fair" event; and producing ads and event displays.

This is a paid Work-study position, primarily based at the ACSWMD District office in Middlebury. Applicants must be work-study eligible and registered through the Financial Aid office. Assistance with transportation to the District office (we are located on Route 7 South in Middlebury—2.5 miles from Middlebury College) may also be available. Remote work option may be available for certain tasks.

We are seeking an organized and motivated student with strong written and oral communication skills and an interest in waste reduction and environmental issues. Some familiarity with Microsoft Office Suite, Social Media, Canva, Adobe InDesign, video editing software would be helpful.

**Mary Johnson Children's Center**

Contact: Missy Smith  
[office@mjccvt.org](mailto:office@mjccvt.org)  
(802) 388-2853

During the academic year, the Center traditionally hires several Middlebury College students to work in both the Center's early childhood program and the Middlebury After School Recreation Program. Work schedules can be adapted to a student's class schedule. Students usually work between 6-10 hours per week. While preference is given to students who are eligible for an off-campus work-study grant, the Center also employs students who are not work-study eligible. For more information or to apply, please send your resume to Missy Smith at [office@mjccvt.org](mailto:office@mjccvt.org).

**Experience and Qualifications:**

Experience with children is required. Enjoyment of and interest in working with young children. Ability to actively engage and support them in a variety of activities. Strong sense of responsibility and ability to supervise children in a teacher's absence. Our classrooms are busy and require energy, a positive attitude, and a sense of adventure.

**Responsibilities:**

Assisting classroom teachers with children aged 6 months to 5 years  
Interacting with children during play inside and outside  
Keeping children safe  
Giving children learning opportunities  
Modeling appropriate and respectful behavior  
Reading to children  
Helping children to fall asleep at naptime  
Eating meals with children, preparing snacks  
Taking instruction from teachers  
Cleaning up the classroom as needed

Most students work 6-8 hours per week around their school schedules

## **Addison County Restorative Justice**

**Contact:** Jean Stone  
[jean@acrjs.org](mailto:jean@acrjs.org)  
802-349-2220

We are a non-profit organization dedicated to providing Restorative Justice programs to the residents of Addison County. Our goals are to provide opportunities for program participants to fully appreciate the impact their offense has had on the affected party and the community. Participants are also given the opportunity to repair the harm caused by their actions and build the skills necessary to avoid future involvement with the juvenile or criminal justice system. The work study student would be interacting with harmed parties and gather their ideas and needs to begin healing.

Our office is open 8-4:30 Monday through Thursday and Remotely Friday 8-noon. Students can choose their hours within that time frame.

## **Henry Sheldon Museum**

**Contact:** [henrysheldonmuseum@gmail.com](mailto:henrysheldonmuseum@gmail.com)  
cc: [sskenyon@henrysheldonmuseum.org](mailto:sskenyon@henrysheldonmuseum.org) and  
[mmanley@henrysheldonmuseum.org](mailto:mmanley@henrysheldonmuseum.org) to apply  
(802) 388-2117

### **Responsibilities**

Work with the Museum's Collections Manager on projects related to improving access to the collections catalog information. The work study student will assist with records digitization, document transcription, database entry, and/or file organization and labeling.

### **Qualifications**

Assets include interest in future study or work in museums and/or coursework in History or the History of Art and Architecture or American Studies, but qualified students from any major will be given full consideration.

### **Knowledge** - Careful attention to detail paramount

- Computer literacy: Microsoft Office Suite and Google docs/sheets required
- Comfort with basic office equipment including printers and scanners
- Ability to multi-task
- Energetic demeanor, positive outlook, and lively disposition beneficial

The Henry Sheldon Museum is located at One Park Street in Middlebury, across from the Ilsley Library.