

## Federal Work Study Information - 2023

### **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)

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### **Young Fashion Inc./Buy Again Alley**

Contact:

Jeanette Gyukeri: [buyagainalley@gmail.com](mailto:buyagainalley@gmail.com)

802-989-9458

Buy Again Alley is the thrift store/retail component of the non-profit Young Fashion Inc. Phone, email or messaging our Facebook are all good ways for students to connect with us.

Description: Buy Again Alley hires 2-3 work study students each semester to work in our thrift shop, located on Main Street in Middlebury. Students would be helping to staff the shop during our business hours, generally 11am-5pm daily. Duties include sorting through donations, tagging items and preparing them for sale, assisting customers, and helping with opening and closing store procedures. An interest in thrifting, upcycling, and engaging others in the process is something we look for in the students who work with us. Retail shop experience is desired but not required.

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## **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.**

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## **Otter Creek Child Center**

Contact:

Linda January: [linda@ottercreekcc.org](mailto:linda@ottercreekcc.org)

(802) 388-9688

### **Classroom assistant**

Otter Creek Child Center is looking for enthusiastic, flexible, and energetic classroom assistants to join our team. This is a part-time work study position. Must enjoy spending time with young children and being a team player. Please email, cover letter, resume, and 3 written letters of reference to [linda@ottercreekcc.org](mailto:linda@ottercreekcc.org)

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## **Henry Sheldon Museum**

Contact:

[henrysheldonmuseum@gmail.com](mailto:henrysheldonmuseum@gmail.com) and 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.

Website: [www.henrysheldonmuseum.org](http://www.henrysheldonmuseum.org)

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## **Henry Sheldon Museum**

### **2023 Work Study job description – Collections**

Contact [henrysheldonmuseum@gmail.com](mailto:henrysheldonmuseum@gmail.com) and cc: [sskenyon@henrysheldonmuseum.org](mailto:sskenyon@henrysheldonmuseum.org) and [mmanley@henrysheldonmuseum.org](mailto:mmanley@henrysheldonmuseum.org) to apply

### **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**

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## **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.