

# VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Internships at The Sacred Heart Center ([www.shcrichmond.org](http://www.shcrichmond.org))

The Sacred Heart Center organization works almost exclusively with low-income native Spanish speakers and provides a variety of programs to our clients. We have two semesters, September through early December, and January through May. Spanish speaking VCU students are always welcome to come and help, and have the opportunity to practice a little Spanish as well. We typically have 5 types of volunteer opportunities available:

**Child Care Volunteer:** As part of our Family Literacy program, the center offers child care for our adult ESL students. Children who attend range from 1 to 4 years old. This takes place during our ESL classes which run on Tuesday and Thursday mornings from 10 to 12. Both Spanish and English speakers are welcome to volunteer. There are two bi-lingual coordinators on site who plan activities for the children.

**ESL Teacher / Teacher's Assistant:** ESL teachers and/or teacher's assistant are always needed. No Spanish skills are needed. Currently there are 4 different ESL levels and new volunteers will be paired with more experienced teachers. Classes are held every Tuesday and Thursday morning from 10:00 to noon.

**Computer Lab:** During the Tuesday and Thursday morning ESL classes students use our Computer Lab as well using an online ESL program. A computer lab volunteer is needed to assist the students in signing into the program and helping them when questions arise.

**Plaza Comunitaria:** Volunteers who are fluent in Spanish are needed for the Plaza Comunitaria Program. This program is a Spanish literacy class with curriculum designed by the Mexican Department of Education. These students are typically illiterate, or very basic, and the program moves from literacy skills to a middle school level of education. One-on-one tutoring or small group work is the norm and schedules are flexible based on the preferences of our students and the VCU students.

**Administrative Volunteer:** At the Center we also need volunteers for several administrative roles, including answering phones, organizing, and translation for those with the language skills. Scheduling is more flexible according to the volunteer's availability.

The primary contact for any of these opportunities is our Program Director, Melissa Benavidez ([melissa\\_benavidez@shcrichmond.org](mailto:melissa_benavidez@shcrichmond.org))

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