

## Bay Area LISC AmeriCorps SUMMER Site Placements 2007-2008

<b>SUMMER 2008 POSITIONS</b>		
<p><b>Citizen's Housing Corporation</b> South Bay, CA</p> <p><i>Resident Services/ Youth Development</i></p>	<p><i>Youth Leadership/Computer Learning Center Specialist</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 450-hour summer position</b></li> <li>▪ Assist in recruiting volunteers for resident services</li> <li>▪ Assist in youth development programs, Computer Learning Center use and planning</li> <li>▪ Assist in the coordination with existing social service providers, providing information and referrals to families</li> <li>▪ Attend regular staff meetings, AmeriCorps member trainings, and other necessary meetings</li> <li>▪ Ensure that written information (resource directories, pamphlets, books, etc) are available, up-to-date and attractively displayed</li> <li>▪ Document and recommend ongoing youth leadership and computer learning programs</li> </ul>	<p>Marian Doub Director of Resident Services Citizen's Housing Corporation 26 O'Farrell Street, Suite #600 San Francisco, CA 94108 Phone: 415-421-8605, ext.5850 FAX: 415-986-7220 Email: <a href="mailto:mdoub@citizenshousing.org">mdoub@citizenshousing.org</a></p>
<p><b>Portola Neighborhood Steering Committee</b> Portola, SF</p> <p><i>Commercial Corridor/ Economic Development</i></p>	<p><i>Festival/Volunteer Coordinator</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 300-hour summer position</b></li> <li>▪ Recruit volunteers for the Portola</li> <li>▪ Conduct targeted outreach to promote the Portola Festival</li> <li>▪ Maintain &amp; update festival database</li> <li>▪ Facilitate Festival Committee meetings</li> <li>▪ Organize volunteer orientation</li> <li>▪ Coordinate day of festival volunteer duties</li> <li>▪ Other responsibilities as requested by the PNSC</li> </ul>	<p>Ling Liang Program Manager Portola Neighborhood Steering Committee 4651 Mission St. San Francisco, CA 94112 Phone: (415) 574-9170 FAX: (415) 585-0170 Email: <a href="mailto:ling.pnsc@gmail.com">ling.pnsc@gmail.com</a></p>
<p><b>Eden Housing</b> Multiple sites East Bay, CA</p> <p><i>Resident Services/ Youth Development</i></p>	<p><i>Summer Recreation Program Assistant</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 450-hour summer position</b></li> <li>▪ Assist Eden staff with the creation and implementation of activity program. Maintain a safe environment for the children to learn, play and interact</li> <li>▪ Work cooperatively with Eden staff, parent and teen volunteers, Building Manager and/or Resident Services Coordinator</li> <li>▪ Report any concerns about the well being of the families and children involved in the program to Eden staff</li> <li>▪ Facilitate Festival Committee meetings</li> <li>▪ Participate in the evaluation of the summer program and make recommendations for the next year's program</li> <li>▪ Maintain cleanliness of the community room</li> <li>▪ Identify activities or agencies that may facilitate supplemental programs and workshops and consult with Eden staff regarding possible implementation</li> <li>▪ Maintain consistent contact with Eden staff to review upcoming activities, brainstorm</li> </ul>	<p>Jennifer Reed Director of Resident Services Eden Housing 409 Jackson Street Hayward, CA 94544 Phone: (510) 582-1460 FAX: (510) 582-6523 Email: <a href="mailto:jreed@edenhousing.org">jreed@edenhousing.org</a></p>

	<p>ideas, debrief on events, discuss the behavior and interactions of youth, etc</p> <ul style="list-style-type: none"> <li>▪ Help to facilitate and model open communication between Eden staff and residents</li> </ul>	
<p><b>East Bay Asian Local Development Corporation</b> Oakland, CA</p> <p><i>Financial Planning/ Family Economic Development</i></p>	<p><i>Youth Financial Literacy/Equity Express Program Intern</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 450-hour summer position</b></li> <li>▪ Assist with scheduling classes</li> <li>▪ Conduct outreach and recruitment</li> <li>▪ Generate reports as needed</li> <li>▪ Facilitate Festival Committee meetings</li> <li>▪ Assist with teaching adult and youth classes</li> <li>▪ Participate in developing and refining curriculum</li> <li>▪ Attend weekly meeting to update supervisor about programs</li> </ul>	<p>Wilson Pho East Bay Asian Local Development Corporation 310 8th Street, Suite 200 Oakland, CA 94607 Phone: 510-287-5353 FAX: 510-763-4143 Email: <a href="mailto:wpho@ebaldc.com">wpho@ebaldc.com</a></p>
<p><b>RCD</b> Concord, Hayward, Castro Valley and Alameda</p> <p><i>Affordable Housing Development</i></p>	<p><i>Housing Development Assistant Intern</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 450-hour summer position</b></li> <li>▪ Work closely with Project Managers to assist their housing development work including:</li> <li>▪ writing and assembling funding applications</li> <li>▪ assisting the development of and implementing community outreach and community acceptance strategies</li> <li>▪ developing graphics and narrative for outreach activities such as presentation boards, flyers, project summaries, etc.</li> <li>▪ researching planning, zoning and other entitlements, and revising and updating development proformas</li> <li>▪ Work with other RCD staff as directed to assist in the analysis of on going projects, refining of interdepartmental procedures and systems</li> </ul>	<p>Lisa Motoyama Housing Development Director Resources for Community Development 2730 Telegraph Ave. Berkeley, CA 94705 Phone: (510) 841-4410 x24 Fax: (510) 548-3502 Email: <a href="mailto:Lmtoyama@rcdev.org">Lmtoyama@rcdev.org</a></p>
<p><b>Habitat for Humanity - East Bay</b> Oakland</p> <p><i>Affordable Housing Development</i></p>	<p><i>Green Program Coordinator</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 300-hour summer position</b></li> <li>▪ Work with individual Project Managers to streamline and facilitate our green design, with Construction Department on building implementation and compliance, and coordinate these efforts across all departments</li> <li>▪ Coordinate compliance &amp; paperwork for Build It Green’s GreenPoint Rated program</li> <li>▪ Coordinate regular meetings with the Construction Department, Site Superintendents, and external green building consultants</li> <li>▪ Identify new possibilities for green building grants and other opportunities for improvement of services to our homeowners.</li> <li>▪ Act as a staff liaison to our Design &amp; Compliance sub-committee</li> </ul>	<p>Hector Burgos Senior Project Manager East Bay Habitat for Humanity, Inc 2619 Broadway Oakland, CA 94612 Phone: (510) 251-6304 x355 Fax: (510) 251-6309 Email: <a href="mailto:hburgos@habitatEB.org">hburgos@habitatEB.org</a></p>

<p><b>Eden Housing</b> South Bay</p> <p><i>Resident Services</i></p>	<p><i>Senior Programs Assistant</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 300-hour summer position</b></li> <li>▪ Assists Eden staff with the creation and implementation of activity program. Maintains a safe environment for seniors living within our Brentwood Senior Housing;</li> <li>▪ Identifies activities or agencies that may facilitate supplemental programs and workshops and consult with Eden staff regarding possible implementation.</li> <li>▪ Plans and coordinates recreational, cultural and social activities in coordination with property operations staff and residents, as needed;</li> <li>▪ Facilitates services that build a sense of community among residents.</li> <li>▪ Establishes familiarity with community services and maintains updated information on health, educational, vocational, social services; makes this information available to residents</li> <li>▪ Creates a network of contact persons in community organizations and government benefits programs to facilitate resident linkages</li> <li>▪ Maintains consistent contact with Eden staff to review upcoming activities, brainstorm ideas, etc</li> <li>▪ Other duties as assigned.</li> </ul>	<p>Jennifer P. Reed Director of Resident Services Eden Housing Resident Services, Inc. 409 Jackson St. Hayward, CA 94544 Phone: 510-582-1460 x123 Fax: 510-582-6523 Email: <a href="mailto:JReed@edenhousing.org">JReed@edenhousing.org</a></p>
<p><b>Citizens Housing Corporation</b> South Bay</p> <p><i>Resident Services/ Youth Development</i></p>	<p><i>Youth Recreation Leader/Computer Learning Center Specialist</i></p> <ul style="list-style-type: none"> <li>▪ <b>This is a 300-hour summer position</b></li> <li>▪ Research, develop, document and recommend ongoing youth leadership programming that uses the computer learning center as one of many resources;</li> <li>▪ Assist in developing and implementing summer recreation programs including but not limited to: arts &amp; crafts, sports, literacy and tutoring, etc.</li> <li>▪ Assist with Computer Learning Center use and planning;</li> <li>▪ Directs and/or leads the activities of a program, activity or event.</li> <li>▪ Assist in recruiting resident services volunteers</li> <li>▪ Attend staff meetings, AmeriCorps member trainings, and other necessary meetings</li> <li>▪ Assist with other Resident Services responsibilities as needed</li> </ul>	<p>Jendayi Santana South Bay Resident Services Coordinator Citizen's Housing Corporation 26 O'Farrell Street, Suite #600 San Francisco, CA 94108 Phone: 415-421-8605 FAX: 415-986-7220 Email: <a href="mailto:jsantana@citizenshousing.org">jsantana@citizenshousing.org</a></p>