

Christ Child Society Program Wish List

Development

Project	Description
Program Research	<p>PURPOSE: Gather data to measure the outcomes of our programs.</p> <p>DUTIES: Student(s) will design and conduct questionnaires, surveys, focus groups, etc. for our existing programs. Will assist with calculating and analyzing the data. Knowledge of the SPSS database is recommend, however, not required.</p>
Demographic and Center Research	<p>PURPOSE 1: Gather data on people in our service area and nearby non-profit agencies. These numbers will be used in presentation power points, budget proposals, annual reports, and other various publications. The information gathered on other non-profits will perhaps lead to potential partnerships. To help Development Officer with budget proposal numbers.</p> <p>PURPOSE 2: Gather data of our current clients. Give us a more narrowed focus on who we actually serve to who is in our service area. Will help identify who else need to outreach.</p> <p>DUTIES: 1) Through the use of Census Track and other research tools, student(s) will find out the statistics and demographics of the people we serve. 2) Also will research and produce reports and provide information on other nearby non-profits and their services. 3) Students calculate and chart our service numbers, past and present at both our Main and North Centers. 5) Calculate and chart the ratios/breakdown of various staff member's salary to program involvement.</p>
Grant Research	<p>PURPOSE: Gather information on prospective funding sources, including corporate, private, local and national funders.</p> <p>DUTIES: Researching and compiling information on prospective donors. Students will organize and create a prospective donor booklet/binder(s).</p>
Market Research	<p>PURPOSE: A little different form Program Research in that the gathered data is not to evaluate outcomes, but to see what types of programs are in demand/need and if our existing programs are efficient, effective or of interest to our public.</p> <p>DUTIES: Student(s) will design and conduct questionnaires, surveys, focus groups, etc. for our existing programs. Will assist with calculating and analyzing the data. Knowledge of the SPSS database is recommend, however, not required.</p>

Public Relations

Project	Description
Marketing	<p>PURPOSE: To have an entire marketing plan for each of our program areas</p> <p>DUTIES: Assist in constructing an entire marketing plan for our different programs: After-School Program, Summer Program, Pool, Pre-School, North Center Programs, Healthy Living for Seniors, Computer Classes, Professional Closet (resume/interviewing prep classes)</p> <p>May need one team per program</p>

(Over)

Program Development/Planning

Project	Description
Planning Community Fairs	<p>PURPOSE: To successful carry-out Fairs for the five modules of the Welcome to America Program.</p> <p>DUTIES: Will help plan Community Fairs for the Welcome to America Program. Event planning includes: booking businesses and agencies to attend Fairs, creating the promotional pieces, writing request and thank-you letters, helping plan the itinerary for each Fair, etc.</p>
Planning After-School and Summer Programs	<p>PURPOSE: To successful carry-out programs that are educational, but entertaining for the children of the inner-city Omaha area.</p> <p>DUTIES: Will help in planning fun activities, such as sports, arts & crafts, field trips, computer classes, booking of special speakers, and other educational/curricular and rewarding sessions with children 1st-6th Grade.</p>
Mentoring Program	<p>PURPOSE: To have positive role models for the youth that we serve.</p> <p>DUTIES: Will help plan extra curricular activities that will provide a positive influence for the children in our urban Omaha areas. Such influences can include, taking time out of your week to “hang out” with the youth and help them with their homework and talk about creating goals and providing ideas/advise to working towards accomplishing their goals or dreams.</p>
Computer Program Assistant	<p>PURPOSE: To plan and show basic computer skills to adults and seniors.</p> <p>DUTIES: Will help plan a curriculum of computer classes that will provide an general / beginners insight on how to use the basic functions of computers.</p>
Resume & Interviewing Skills Training	<p>PURPOSE: Assist participants in developing and preparing for a job Interview.</p> <p>DUTIES: Help in developing and teaching people how to develop the three most commonly used resumes and cover letters. You can also help in providing some insight on how to comport one-self during an interview and how to dress for that interview. At the end of each session Christ Child Society will donate professional attire to the participant that completes the program.</p>

Volunteering

Volunteers are needed in the following areas:

- Youth Development – Summer Program, Fun Overnights, Movies & Swim Nights and After-School Program
- Senior Activities – Making lunch, calling Bingo, transportation
- Receptionist – assisting our Administrative Assistant through various office duties

Listed above are only some of the activities volunteers can do. Volunteer activities are not limited in nature, scope, or length. The volunteering of your time, compassion, and assistance does not go unrecognized and helps make a difference in the lives of the people we serve.

If you are interested in any of the projects listed above, please contact Sara Wellman or Armando Salgado at (402) 342-3466 or send us an email.

Armando: asalgado@christchildmail.com

Sara: swellman@christchildmail.com