

Listed below are the off-campus work-study sites. Students must be a PA resident and verify federal work-study eligibility in the Center for Leadership & Engagement before contacting any employer.

(We are located in Northumberland Hall - lower level)

Off-Campus Work Study Employers 2018/2019

Berwick Area United Way

139 Rear East 2nd Street

Berwick, PA 18603

Contact: Ginny Crake

phone: 570-759-8203

Position Available

Market Assistant

Vita Assistant

Nonprofit Office Assistant

Responsibilities:

Answering phones, filing paperwork, working with Microsoft Excel and Word, working with computers and data entry, and other duties as they arise.

Berwick Area YMCA

231 West Third Street

Berwick, PA 18603

Contact: Chris Reigel

phone: 570-752-5981

Positions Available

Health Coach

Lifeguard

Swim Instructor

Before & After School Teacher

Early Childcare Teacher

Responsibilities:

Assisting members and guests with equipment as trained by YMCA staff. Maintain organization and cleanliness of wellness areas. Work with all ages in the pool settings (whether it be as a lifeguard or instructor). Make sure members and guests abide by the rules set out in the pool area. Work with students in before and after school childcare. Keep children busy and help with schoolwork as they ask. Work with children to prepare them for kindergarten.

Bloomsburg Area YMCA

30 E. 7th Street

Bloomsburg, PA 17815

Contact: Joseph Reinard

phone: 570-784-0188

Positions Available

Fitness Attendant

Child Care

Front Desk Attendant

Cleaner

Responsibilities:

Keeping the fitness area clean and working directly with the fitness instructor with classes and upkeep of equipment.

Greeting guests, keeping track of sign-ups for the programs, answering phones, filing and maintaining paperwork and assisting where needed.

Bloomsburg Public Library

225 Market Street

Bloomsburg, PA 17815

Contact: Lydia Kegler

phone: 570-784-0883

Position Available

Library Assistant

Technology Tutor

Responsibilities:

Library Assistant:

A Library Assistant performs various public service and “behind-the-scenes” duties to support the library operation and its activities. The work requires that the employee have some knowledge, skill and ability in basic library functions. Training for job-specific responsibilities will be provided. At all times, all staff members are expected to behave in a professional, considerate manner with the public and with each other.

Technology Tutor:

A Technology Tutor is responsible for developing short, specific, casual presentations about digital skills such as downloading apps to smartphones and tablets, setting up a smartphone, tablet, or laptop, how to use social media, and similar topics. The Tech Tutor will also help library patrons to more effectively use library-related websites and apps. This position requires the skills and abilities to work with library patrons (mostly older adults) in small groups and in one-to-one situations. The position also requires skills and abilities to create tutoring plans and presentations. This employee may be asked to perform other library tasks in support of colleagues.

The Bloomsburg Public Library's Tech Tutors do not help library patrons with income tax, health insurance, credit reports, legal issues, or other personal business, or to do computer or hardware repairs. The Tech Tutor teaches and coaches, but does not do any work for patrons.

Children's Museum

2 West 7th Street

Bloomsburg, PA 17815

Contact: Shawna Meiser

phone: 570-389-9206

Position Available

Museum Asst. (3 positions)

Responsibilities:

The students assist with all aspects of museum operations (clerical, set-up, take down, maintaining the exhibits and working with groups as they enter the museum).

Columbia Child Development Program

215 E. 5th Street

Bloomsburg, PA 17815

Contact: Danielle Spaid

phone: 570-784-8618

Position Available

Classroom Aide

Responsibilities:

Supervise and interact with children ages 2 – 5 in a daycare setting. Interact with school age children at the center and route to and from school. Assist teacher with feeding, diapering, and caring for children ages 6 weeks to 2 years. Assist teacher with teaching and needs of students within the classroom.

Columbia County Historical and Genealogical Society

(located inside the public library, upstairs)

225 Market Street

P.O. Box 360

Bloomsburg, PA 17815

Contact: William Baillie

phone: 570-784-1600

Position Available

History Researcher

Data Organizer

Responsibilities:

Locating and preparing stories for newsletters and books. Inputting data into the computer and indexing different research and material.

Columbia County Traveling Library

702 Sawmill Road Ste.101

Bloomsburg, PA 17815

Contact: Ammon Young

phone: 570-387-8782

Position Available

Student Library Asst. (2 positions, not within walking distance of campus)

Responsibilities:

Help check out and check in books for library users. Shelve books. Check online catalog records and update as needed. Helping with Book Mobile, Book Fairs and Fundraising events when needed.

Columbia – Montour Boy Scouts of America

5 Audubon Court

Bloomsburg, PA 17815

Contact: Mona Bartholomew

phone: 570-784-2700

Position Available

Office Assistant

Accounting Assistant

Marketing Assistant

Responsibilities:

Help with all aspects of office. Typing and preparing communications. Maintaining spreadsheets. Assist with customer service. Ability to use office equipment. Assist in the creation of new materials. Maintain Facebook page and website. Develop surveys for marketing to our volunteers. Help with membership drive materials.

Friends of the Columbia County Traveling Library

702 Sawmill Road, Ste. 101

Bloomsburg, PA 17815

Contact/Supervisor: Kate Polhill

Contact for Interview: Ammon Young

phone: 570-387-8782

phone: 570-387-8782 ext. 2

Positions Available

Communication and Fundraising Assistant

Responsibilities:

Responsible for helping the Friends of the Traveling Library recruit volunteers, reach out to new patrons and manage donations and thank you letters. Coordinate newsletters, flyers, social media accounts and brochures.

Geisinger Home Health and Hospice

(located 2nd fl. Professional Bldg. Bloomsburg Hospital)

410 Glenn Ave. Suite 200

Bloomsburg, PA 17815

Contact: Loreen Comstock

phone: 570-784-1723

Position Available

Secretarial-Receptionist (1 position available)

Responsibilities:

The responsibilities would include working in the reception area as a clerk typist, answering phones, assisting with data entry and library services, processing mailings, filing and copying and other clerical functions.

Nicholas Wolff Foundation – Camp Victory

P.O. Box 810

Millville, PA 17846

Contact: Jamie Huntley

Phone: 570-458-6530

Position Available:

Office Staff

Responsibilities:

Responsibilities include assisting in office work, such as filing, writing thank you's and answering the phone as well as anything that may arise.

Protestant Campus Ministries

St. Paul's Episcopal Church

Corner of Main & Iron Streets

Bloomsburg, PA 17815

Contact: Jill Young

phone: 570-520-0878

Position Available

Protestant Campus Ministry Office Asst.

Responsibilities:

Help with clerical duties, such as answering telephones, helping with filing and sorting paperwork. Helping with flyers and events that PCM works on or collaborates on.

Ronald McDonald House of Danville

100 North Academy Ave

Danville, PA 17822

Contact: Michael Turlis

phone: 570-271-8182

Position Available

1. House Desk Attendant
2. Communications/Development Staff
3. Family Room Desk Attendant

Responsibilities:

1. Receive incoming guest referrals to facility. Orientate incoming guests to the facility and its policies. Receive incoming calls on behalf of guests. Checkout guests. Enforce facility policies. Perform light housekeeping duties and perform other duties as required or assigned by emergency or other operational reasons for which the employee is qualified to perform.
2. Assist with social media updates and provide input regarding social media efficiencies. Assist with producing event-marketing materials, which include, but not limited to, flyers, posters, and banners. Will support marketing efforts by attending assigned events. Assist with coordination of fundraising events. Support development efforts by attending assigned events. Conduct research for future grants and update existing donor records.
3. Welcome guests and provide orientation to the services provided within the RMFR and documents check-ins. Answers the telephone and provides guidance regarding RMFR policies. Performs established procedures to open and close the RMFR. Documents for the management staff any maintenance or other issues that may require attention. Maintains confidentiality regarding guest information. Listens with empathy to guests. Stocks RMFR with supplies and removes out of service expired items.

Rural Business Innovation Corporation

240 Market Street

Bloomsburg, PA 17815

Contact: LuCinda Craig

phone: 570-245-0096

Positions Available

Marketing Asst.

Administrative Asst.

Responsibilities:

Filing paperwork, maintaining online training registration, answering phones, working on updating the promotional materials.

St. Columba School

40 East Third Street

Bloomsburg, PA 17815

Contact: Dr. Robert Marande

phone: 570-784-5932

Positions Available

Office Asst.

After School Asst.

Library Asst.

Responsibilities:

Responsibilities include, but are not limited to, photocopying, filing, answering the telephone and door, assisting with other clerical tasks including helping the librarian prepare books for placement in the library. Monitoring students' homework, assisting with playground monitoring, photocopying for teachers, providing help with classroom organization, materials, and displays. Helping prepare and distribute lunch and clean-up afterwards.

Women's Center, Inc.

111 N. Market Street

Bloomsburg, PA 17815

Contact: Katie Sanford

phone: 570-784-6632

Positions Available

Administrative Asst.

Maintenance Asst.

Responsibilities:

Office assistant to assist the administrative assistant in providing general secretarial support (organize/maintain files, updating Board information). Maintenance asst. coordinates with the general maintenance work at the shelter. They need the ability to paint, make minor home improvements, removal of air conditioning units and clean basement and attic.