**QUEENS CENTER FOR PROGRESS**

81-15 164th Street
Jamaica, NY 11432

**For this site please contact the site supervisor listed below to schedule your service. Be sure to register your hours in GivePulse once complete.**

**Agency Contact**
Akua Dinizulu

Supervisor of Day Services

Phone: (718) 380 -3000 ext. 226

E-mail: adinizulu@queenscp.org

**Nature and Purpose of Agency**

Queens Centers for Progress is committed to providing person-centered services and supports to children and adults who have developmental disabilities. The goal of these services and supports is to promote independence, community involvement, and quality of life.

**Tasks Available for Students**
Various tasks available including preparing art/dance/music/photography/theatre/computer programs, to assist with group activities.

Those with a background or career in teaching and/or art/music/dance/photography/theatre may enjoy: Teaching, Preparing art materials, Becoming an Artist-in-Residence

Classroom Assistant: Classroom assistants must come prepared to teach or run a group activity. Our classroom assistants help in so many ways. Responsibilities for this position include setting up the room, interacting with our individuals, helping individuals follow directions to ensure completion of work, and cleaning the classroom after class.

#### Time RequirementsWeekdays between 9am and 2pm

**Student Awareness/Special Instructions**Medical requirement-recent PPD (within 1 year).
Orientation – 3 FULL days ( 8:30 – 4:30 pm)

Reference Letter (AS-L Lourdes Hall have them)

Students must be informed that there is to be **NO FOOD** and **NO FLUIDS** given to any disabled individual at any time. Students will not be left alone with individual with disabilities for any reason, at any time. Also, if students are not sure of any situation at any time during the visit they must reach out to a supervisor at QCP.

#### Service Hours: QCP will track our volunteers’ hours of service. Your time with us will be carefully recorded and easily accessible by staff. We are more than happy to assist our volunteers in filling out forms needed to verify service hours.

**Agency Directions**Driving Directions

Union Tpke west to 164st. Make a left. The bldg. is located one block south of Union Tpke on the left side of the street. **(Please note that there is no parking in our lot during the weekend day office hours you must find parking on the street.)**

Public Transportation

Take Kew Gardens bound Q46 to 164th Street. The bldg. is located one block south of Union Tpke. on the left side of the street

Updated 07/30/2018 SB