

Business	Location	Job Description	Number of Students per Session	Scheduling	Position Requirements
Massachusetts Eye and Ear Infirmary Volunteer	Boston	<p><b>Clerical:</b> collating and assembling packets for pre-op patients; multi-step assembly of documents including collating, folding, stapling <b>Mail Delivery:</b> pick up and delivery of mail to and from departments throughout the hospital; <b>Work Environment:</b> Climate controlled, ability to tolerate busy, bustling hallways and elevators, ability to demonstrate and maintain friendly, customer-service attitude when interacting with patients and employees <b>Dress Code:</b> No shorts, no sandals, volunteer uniform and badge</p>	2 supported by staff	Tues/Th <b>All AM</b>	interview at MIT application, health screen and orientation
Franklin Park Zoo - Volunteer	Boston	<p><b>Wildlife Interpreter:</b> Read and study and retain or access information about animals from animal fact sheets and present information to zoo visitors. Student must be comfortable speaking to the public and demonstrate the ability to study information on designated fact sheets, develop a script about the animal/ exhibit and initiate public speaking at the exhibit. <b>Work Environment:</b> mostly out doors, lots of walking to access exhibits which are spread throughout zoo (some uneven terrain), ability to tolerate heat and inclement weather. Ability to demonstrate and maintain a friendly, out-going, customer service attitude when interacting with zoo visitors and employees. <b>Dress Code:</b> Volunteer shirt, badge, khaki pants/shorts, no sandals</p>	2-3 supported by staff	T/Th <b>All AM</b> or Wed/Friday <b>All AM</b>	interview with Field Coordinator, application, health screening (MAY)
Watertown Savings Bank	Watertown	<p><b>Coin Machine Operator:</b> Opening coin rolls and emptying into coin sorting machine tray, lifting tray when full and pressing appropriate buttons on machine to execute sort; respond to machine cue to change coin bag or seek out teller support for assistance <b>Work Environment:</b> Climate controlled, student works independently in a quiet and reserved setting. This job is done standing up in order to access machine, lift tray and press buttons. Fine motor control to open coin rolls and release coins. Student must be able to seek support of bank tellers as needed in a professional and non-disruptive manner. <b>Dress Code:</b> business casual - no sandals or shorts.</p>	1	Tuesday to Friday mornings periods 2-3 or 3-4	interview, application, form identification
Cradles to Crayons	Brighton	<p><b>Picking and Packing School Supply Kits:</b> Packaging of arts and craft and school supplies for children follow an age appropriate menu. Menus are in large print, pictographs, and braille. Materials are in labelled bins and must be identified, located, removed from bin and placed in oversized zip lock bag labeled for gender and age of child <b>Work Environment:</b> Warehouse with no climate control - it can get warm during summer months. Handicap accessible, standing and sit down work available.</p>	3-4 Students accompanied by staff	Wednesday afternoons - double	Teacher/aide not oriented to the advance

Business	Location	Job Description	Number of Students per Session	Scheduling	Position Requirements
West Suburban Y	Newton	<b>Aide in Baby Sitting Room:</b> aide interacts with children (0-5 years old) who are dropped off by parents , play with child - organize and supervise age-appropriate activities – ex. coloring, pasting, tracing, reading etc...ensure safety and report concerns to supervisor <b>Work Environment:</b> Climate controlled, can be loud and chaotic space- toys and small children moving about area... must have strong spatial awareness and orientation & mobility skills	1 Student can be trained for independence	Open Mornings <b>All AM</b> (suggested T/TH)	Interview, Application (completed in March)
Doble	Watertown	<b>Light Janitorial Assistance:</b> cleaning tables in cafeteria <b>Work Environment:</b> Climate controlled - working in cafeteria after lunch hour so is fairly quiet - walk through office setting / cubicle space to access cafeteria	2-3	After lunch any day of week. double - Not accessible.	Need names of staff and staff to provide contact at Doble them to gain entrance
VHB	Watertown	<b>Light Janitorial Assistance:</b> cleaning conference tables and whiteboards in meeting rooms. <b>Work Environment:</b> Climate controlled - extremely quiet work setting	2-3	double - time flexible	Interview with Job Developer
Russo's Garden Center	Watertown	<b>Plant Care Assistant:</b> Watering Plants in retail setting, using watering cans and hoses to water plants for sale in retail display area. <b>Work Environment:</b> Working in a small area of the retail space in close proximity to customers, can be warm, work done from standing position in a busy store environment	2-3	Wed <b>All AM</b>	
Wilson Farm	Lexington	<b>Greenhouse Assistant:</b> <b>Work Environment:</b> Not climate controlled - Green house activities, planting, transplanting	3	Availability Unsure	
Drumlin Farm	Lincoln	<b>Animal Center Assistant:</b> Clean cages and animal bedding, clean and replenish food and water bowls. Occassionally handling small animals. <b>Work Environment:</b> Climate controlled, walking through uneven terrain to access animal center.	3	Wednesday <b>All AM</b>	
The Perk Café	Perkins	<b>Barista:</b> Open / close café, make drinks (hot/cold), take orders, serve customers drinks /food items, manage cash transactions open, clean, stock. (jobs can be modified to meet student skill level). <b>Work Environment:</b> Climate controlled, most tasks of this job are performed in a standing position.	2-3	double period - time flexible	
Business Office	Perkins	<b>Office Assistant:</b> Stamping timesheets, greeting customers and offering assistance, making change, selling stamps/movie passes, looking up alphabetized paychecks, student pay and deposits, staff reimbursements. <b>Work Environment:</b> Climate controlled, workpace ebbs and flows, most tasks are done on print hard copy, many tasks are not accessible for students without some functional vision but right student could assist with this.	1 can be trained for independence	Tuesday / Friday afternoons single or double	Interview with School

Business	Location	Job Description	Number of Students per Session	Scheduling	Position Req
Support Services: Food Service Worker in May Cottage Lower School Kitchen	Perkins	<b>Dishwasher and Food Service Worker:</b> Clear dining tables, rinse plates and discard food items, load and unload dishwasher, put away clean plates/cups/utensils, wash and sanitize tables, empty trash and recycle bins. <b>Work Environment:</b> Kitchen is not climate controlled, warm in the summer, most tasks performed in a standing position, kitchen area is loud and tasks involve bending, lifting and turning.	1-2 can be trained for independence	T/Th AM double periods 1 and 2	Interview
BTBL - Braille Proofing with Judi Cannon	Perkins	<b>Braille Proofer Assistant:</b> Read assigned materials, identify errors, note correction, submit information in written format indicating page and line of error <b>Work Environment:</b> This is a quiet, climate-controlled office setting. The work is solitary.	1 can be trained for independence	2 days a week/ coordinate with Judi Cannon and Kim Charlson double after 1st period AM	Interview and ski assessment
Business Office- Receptionist	Perkins	<b>Reception Desk:</b> Answer phone for Perkins reception desk and direct calls as needed, ability to interact with public, direct calls using attendant console software - typing in last name of party to contact or department (JAWS/Zoom Text) on computer in reception area, retrieve/return van keys from designated location, greet visitors <b>Work Environment:</b> Climate controlled, desk top work, ability to interact with public, direct calls using attendant console software - typing in last name of party to contact or department (JAWS/Zoom Text) on computer in reception area, retrieve/return van keys from designated location, greet visitors	1 can be trained for independence	2 days a week - single periods	Interview with Sc
Perkins Trust	Perkins	<b>Development Department Assistant:</b> make donor thank you calls - access list of donor names and numbers sent electronically by the Trust Dept. Make phone calls to donors following approved script and guidelines. Record information about calls and send worksheet electronically to the trust department upon completion of calls. <b>Work Environment:</b> GCST, climate controlled office space - sit down, desk work using desktop computer with access to JAWS/Zoom Text and refreshable braille display or personal technology and phone. Working independently in a quiet environment, minimal distractions.	1 can be trained for independence	Can accommodate 2-3 students 2 days a week 2 periods (Not on Mondays)- singles- not first period	Interview with Je
Maplewood Assisted Living	Weston	<b>Plant Care Assistant:</b> help with plant care in and out of facility. <b>Work Environment:</b> Assisted living center - climate controlled. Students using plant care materials, accessing water, pruning, etc. Students will be interacting with elderly residents on site and are expected to stay with staff and maintain moderate volume and professional interactions with residents.	2-3 accompanied by staff	THURSDAY <b>All AM</b>	Interview with Jc Developer
Perkins Training Center	Perkins	<b>Clerical Assistant:</b> assemble packets for presentations, label mailings - assist with prep and clean up for conferences in the evenings or on	1-2 (one person fade to independence)	2 days a week with some opportunities	Interview with Te Paaliuca and Jo

Business	Location	Job Description	Number of Students per Session	Scheduling	Position Req
Perkins Support Services: Trash and Recycling	Perkins	<b>Trash/ Recycle Removal Assistant:</b> Work with Mark Colt to remove trash and recycling from designated areas on campus - schools and dorms. <b>Work Environment:</b> In and out doors, walking to designated locations across campus getting in and out of a pick up truck, lifting bags out of barrels and into bay of truck	1 Student	2 days a week 1st and 2nd periods	Interview with Ms Job Developer
Community Servings	Jamaica Plain	<b>Food Preparation Assistant:</b> Follow Serve-Safe Guidelines and assist in preparation of fresh produce and herbs for clients - wear hat, apron, gloves and adhere to strict serve save protocols. <b>Work Environment:</b> Can be an active, loud workspace with music and people moving in and out of prep area. Students must be willing to complete tasks wearing rubber gloves.	2-3 students	Thursday <b>All AM</b>	
Ten Thousand Villages	Brookline	<b>Retail Associate:</b> Greet customers, stock merchandise, organize display racks <b>Work Environment:</b> This is a boutique setting with merchandise displays arranged throughout the space and frequently rearranged, students must be able to navigate small space with fragile merchandise.	1	3 or 4 period block	Interview with stc manager
Perkins Products	Perkins	<b>Smart Brailier Inspector:</b> Complete a 65 step inspection check list on Smart Brailier, sequence steps and record findings electronically or on hard copy. <b>Work Environment:</b> Work is done in a seated position at a work bench in close proximity to other assemblers and inspectors. This environment has repetitive assembly sounds ie. air compressors.	1	1-2 periods AM - time flexible	Interview with Pe Products manag
Newton Wellesley Hospital			2	3 periods in AM <b>Student must commit to continue in fall</b>	
Alzheimers Association			1-2	Tuesday PM double	
Perkins/Berkeley Help Desk			1 - 2 (if Perkins), AM if Berkeley	Perkins - any time, Berkeley Friday AM	
Vending		Use cart to get soda from storage. Unlock and lock soda machine, determine which soda need to be filled, locate soda and load onto cart, bring cart to machine, load soda in the correct slots until task is complete. Tasks are adjusted based on the student's abilities.		Singles or Doubles on alternating days	

Business	Location	Job Description	Number of Students per Session	Scheduling	Position Req
Sales		The Student Store features chips, candy, baked goods, hot beverages as well as vending machines which carry snacks and cold beverages. Students work on a general skill level up to a work experience level. At the general skills level, the focus is on following directions, following a pre-arranged work procedure, and organizing the work space. Specific tasks include maintenance of dining area, stocking products, sorting and counting coins and bills and making deliveries. At the work experience skills level the focus is on appropriate employee/customer interaction, memorizing stock location, memorizing stock prices, use of the talking cash register, maintenance of two vending machines as well as to develop an understanding along with participation in the management of money from various accounts active in conjunction with the business office and the Student Store. Emphasis is placed on increased level of independence, appropriate work behaviors, attitudes and skill development. Students are paid for their work.		Singles or Double	
Radio		The radio class is designed to allow students to utilize a wide range of academic, social and prevocational skills. Students learn how to plan a radio show, research topics, interact with peers and develop systems to report information on air as part of preproduction. On air, they must speak clearly, utilize interview skills and generally present a professional demeanor. As part of postproduction, students learn to evaluate their performance and accept / provide constructive criticism of themselves and their class mates. In addition, they must exhibit all appropriate job readiness skills such as punctuality, the accepting of constructive feedback and problem solving.		Double	
Work Activities				singles	
UPS Delivery	Perkins	Deliver packages	2-3	Periods 3,4 or 5,6 Students must travel at reasonable pace - can be wheelchair	
Braille Repair	Perkins	Diagnose problems, clean, repair and lubricate a Perkins Braille. Students considering this class should have some ability and/or interest in learning how to use simple hand tools to take apart and re-assemble a Perkins Braille. Students are paid an hourly rate for this placement.		singles or doubles	
Work Activities Assistant	Perkins	Clean up, organize work activities room		singles	
Farmers Market	Perkins	Harvesting, Prepping and Packaging Assistant: Pick produce and	2-3 accompanied by	wants Th/F - Singles	

Business	Location	Job Description	Number of Students per Session	Scheduling	Position Req
LOW Vision Clinic	Perkins, Basement of Hilton Building	<b>Mail Delivery:</b> Pick up mail from LVC and deliver to Howe Building Lobby; pick up mail from Howe Building and Deliver to LVC. <b>Work Environment:</b> Indoor and Outdoor, mobility from one building to another in all kinds of weather.	1-2	1 period - Thursday AM	
Horticulture Therapy		This group has goals and objectives with focus on a therapeutic approach and setting, choices, recreational and leisure activities, relaxation and addressing anxiety, communication, socialization, positive attitude and self-esteem. Horticulture therapy offers a unique approach which differs from prevocational classes where focus is more on work skills, completing assigned jobs and paid work.		Singles	
Horticulture Vocational		Can be Greenhouse and Garden Maintenance and Sales, Plant Care		Singles or Doubles - Please indicate number of periods and period length and Marion and Deborah will put together groups.	
Horticulture Craft Production	Perkins	Production of herbal and floral crafts for sales and customer orders, including sachets, potpourri, wreaths, catnip toys, balsam bags, bath herbs, teabags, herbal and leaf print greeting cards, and other products. Plant and floral centerpieces and other items prepared for special events and customer orders.	3	singles or doubles	
Bud Vases	Perkins	Horticulture: Basic Bud Vases Entry level class. Students have "personal customers." They make one or two vases for the same customers each week and deliver, or customer picks up in classroom. Students will be recommended for this group or the Floral Bud Vase Production and Delivery. Singles or Double  Floral Bud Vase Production and Delivery Creating 2-3 floral bud vase designs per month for a select group of customers, while utilizing adaptive work trays and jigs to increase independence. Upon completion of bud vases, students deliver to their customers in order to improve communication and practice appropriate social etiquette. Double	3	singles or doubles early in the week Please indicate that you want your student to have Bud Vases and Marion and Deborah will determine groupings.	
Perkins Storeroom				??	