



BEST Hospitality Training	Joan Abbot	jabbot@BESThtc.org
Major Events	Volunteer Opportunities	Things We Need
<p>Student graduations Dudley Square site BEST hosts job seeker training graduation events about four times a year, usually in the spring/summer. Graduations generally fall on a Friday at midday.</p>	<p>Mock interviewing: Job seeker students practice their interviewing skills while being videotaped. We need volunteers to act as hotel Human Resources interviewers. Mock Interview Day happens about four times a year, usually in the Spring/Summer. It's a 2.5- or 4-hour Wednesday AM commitment.</p> <p>Volunteer tutors: This is a once a week commitment, usually 1-1.5 hours. Volunteers teach English and/or computer skills or help clients prepare for the US citizenship test.</p> <p>Boat trip volunteer coordinator: BEST seeks a volunteer to plan and coordinate a boat trip (kayaks, canoes?) for our students on the Mystic River, next to our Medford office.</p> <p>Volunteers to do Mock Job Interviews: Usually on a Wednesday in the spring. Also, looking for a connection with Tufts. The Medford site could really use a university connection.</p>	<p>Office supplies Charlie cards and grocery cards for job seeker students; emergency funds for clients in crisis; laptops; projector; bottled water and healthy snacks; t-shirts for job seeker students.</p> <p>Professional development membership and registration fees so BEST staff can attend professional development meetings (CWC, MCAE Network, TESOL, MATSOL, etc.)</p> <p>In-kind services</p> <ul style="list-style-type: none"> - Photography (staff portraits for website, student profiles, classroom action shots) - Videography (BEST classes in action and telling the story of client transformation) - Meeting space for tutors/tutees who want to meet in downtown Boston - Fundraising/event coordination - Graphic design/marketing material - Professional development for staff (Excel training, diversity, customer service, dealing with sticky situations, public speaking, etc.)