

The Community Action Agency of St. Louis County, (d/b/a CAASTLC, Inc.) is part of a national network of federally funded Community Action Agencies, (CAAs), created by the federal Economic Opportunity Act of 1964. CAAs administer various programs, on their individual community levels, to assist low income people out of poverty conditions. CAAs are governed by the Community Service Block Grant (CSBG) that replaced the Economic Opportunity Act in 1981. CAASTLC, Inc. is a 501© (3) not-for-profit corporation that has provided a variety of services to low-income people in St. Louis County for over 30 years.

CAASTLC's focus from its inception to the present day remains to serve as an empowerment service and a source of direction toward success for low-income St. Louis County residents.



[www.caastlc.org](http://www.caastlc.org)

**The Community Action Agency  
of St. Louis County**

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**The Community Action Agency  
of St. Louis County**

*People helping people become  
self-sufficient.*

**CAASTLC, Inc.  
Volunteer  
&  
Internship  
Opportunities**



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## **CAASTLC Volunteers Opportunities**

All volunteers must apply through the Human Resource Department. Each individual is to first complete a volunteer application, with a screening process required in some instances. Volunteers will also sign a confidentiality agreement.

An interview is then conducted with the volunteer, during which volunteer opportunities are discussed. It is at this time that CAASTLC attempts to match the skills of the volunteer with the needs of the agency.

Each volunteer will be assigned a supervisor/mentor. The supervisor/mentor will supervise the volunteer's duties and act as a mentor to provide advice and guidance during the volunteer's assignment.



A group of students work on a neighborhood clean-up.

## **Volunteer & Internship Assignments**

### **CAASTLC Board of Directors -Volunteers**

**CAASTLC has been required since its inception to have a tripartite governing board to be an eligible entity and receive CSBG funding. Volunteer representatives from the community form three equal parts of CAASTLC's tripartite board: public officials, low-income and the private sector. The board provides full participation in the development, planning, implementation and evaluation of programs designed to serve low-income communities.**



(Poverty Simulation - pictured above.)

### **Community Action Agency Poverty Simulation**

The poverty simulation has been described as a unique opportunity to help the community understand what life is like with a shortage of money and an abundance of stress. The participants are divided into family groups who are assigned a scenario to act out. Each family is given time to seek out services, support and various survival resources. Volunteers can assist in the actual simulation by role playing service providers in the imaginary community. Volunteers are also need to assemble and maintain the simulation kits.

A host of other opportunities exist for a CAASTLC volunteer. Volunteers are needed to assist with building maintenance, food pantry, clerical assistance, community events and special projects.

### **CAASTLC INTERNSHIP PROGRAM**

The CAASTLC internship program is a structured educational experience which incorporates productive work experience needed as a regular part of many student curriculums. Through CAASTLC's intern experience the student is provided the opportunities to improve their basic work skills, test career choices, develop professional competence and witness classroom theories and principles being applied in real world situations. Each student that is accepted into the program is assigned a mentor in his/her area of concentration. Each student is given an orientation to the organization and an assignment overview. During the course of the internship the mentor will responsible for providing evaluations and feed-back to the student.

Individuals wishing to participate in CAASTLC's internship program must submit an application and resume. Applicants will be reviewed and interviews will be arranged.

A job description and/or outline of the internship must be presented and approved by the academic representatives of the education institution in which the student is enrolled.

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