

AMERICORPS POSITION DESCRIPTION

Evergreen Center for Community Based Learning and Action

Sem. 2 E2125, 2700 Evergreen Parkway

Olympia, WA 98505

(360) 867-6137

evergreen.edu/communitybasedlearning

Contact and Site Supervisor:

Ellen Shortt Sanchez (360) 867-6859,

shorttse@evergreen.edu

Vehicle Required: yes no
Driver's License Required: yes no
On bus route: yes no
Minutes from downtown 20
Olympia:
Auto Insurance Required: yes no

TITLE: Campus Tutor/Mentor Coordinator

HOURS OF SERVICE: 8:30 a.m. to 5:00 p.m., M – F with occasional evening and weekend hours

JOB DESCRIPTION: The tutor program recruits college students to tutor in public education with at risk youth. It also engages first year students in Community Connections college transition programs with mentoring and opportunities to volunteer. As an AmeriCorps member, you will work closely with Evergreen students, (especially students at-risk) to support their academic success and college experience by engaging in service learning and tutoring. The AmeriCorps member recruits college students to serve as tutors in local high poverty Title 1 Elementary schools and with middle and high school youth in need of math and science support. The AmeriCorps member will work with schools and after school programs to help them describe their volunteer needs and recruit Evergreen students, faculty and staff volunteers effectively. This position includes weekly direct service at partner elementary and secondary schools tutoring youth.

SITE DESCRIPTION: The Center for Community-Based Learning and Action is a Service Learning Center at The Evergreen State College. We help students at The Evergreen State College connect with schools and non-profit organizations for volunteer and service learning opportunities. Our programs support academic learning through academic programs, internships, work study and other community engagement.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Provide direct service tutoring youth at risk at partner Elementary and Secondary schools.
- Tutor and mentor students new to the college experience, using community based learning as a setting to engage in academic success.
- Conduct on-campus outreach to students to increase tutor involvement. Recruit, orient and train tutors and mentors for volunteer sites.
- Initiate and maintain contact with schools and community education organizations to collect information about their needs for volunteers and the opportunities they offer for community-based learning.
- Maintain listings of volunteer opportunities in community settings using CODa data base.
- Develop flyers, press releases, and other media to publicize volunteer opportunities
- Become a member of CCBLA staff and support service learning and service/Action Day events.
- Organize specialized Service project for youth at risk.
- Work with the Center staff to identify, design and publicize workshops, training and materials that will help students engage in service and community based learning.
- Maintain documentation of service learning data and YIS requirements including number of volunteer placements generated, hours worked and youth served.

REQUIRED QUALIFICATIONS:

- Some college required, BA/BS preferred
- Follow policies of The Evergreen State College