

## AmeriCorps Position Description

**Boys & Girls Clubs of Thurston County**  
**(Lacey, Olympia)**  
**1105 Tracey Lane SE**  
**Lacey WA 98503**  
**Phone Number: 360-438-6811**  
**Website: [www.bgctc.org](http://www.bgctc.org)**  
**Contact Person/Site Supervisor: Mike**  
**Babauta; ([mbabauta@bgctc.org](mailto:mbabauta@bgctc.org))**

**Serves Vulnerable Population: Yes**  
**Background Check(s) Required: Yes**  
**Driver's License Required: No**  
**Vehicle Required: No**  
**Auto Insurance Required: No**  
**On bus route: Yes**  
**Minutes from downtown Olympia 15**

**TITLE:** Lead Tutor

**HOURS OF SERVICE:** 9:30 a.m. to 6:00 p.m., M – F with occasional evening and weekend hours TBD

**POSITION DESCRIPTION:** The Lead Tutor position assists the Tutoring Program Coordinator in planning, implementing, and supervising activities provided within the education and career development core program area. These activities include family fun nights, tutoring small groups of members, high yield learning programs for members 6-18 years old and recruiting and training volunteers to work with educational programming. This position works directly with club staff, school personnel, parents, and club members and will also develop a relationship with local universities and colleges.

**SITE DESCRIPTION:** The Boys & Girls Clubs of Thurston County is a non-profit youth development organization that serves members 6-18 years old. Our mission is to inspire and enable youth to realize their greatness. There are four branches in Thurston County, Tumwater, Rochester, Lacey, and Olympia, serving over 2,600 youth annually. Our programming includes activities in the following priority outcome areas; Academic Success, Good Character & Citizenship, and Healthy Lifestyles.

### **MAJOR RESPONSIBILITIES AND RELATED TASKS:**

- Tutor youth in the tutoring program
- Visit schools to provide direct service to students in the tutoring program
- Plan and implement high yield learning activities for members
- Administer Dibels testing
- Assist in recruiting and training volunteers for educational programming
- Develop relationships with local universities, colleges, and schools
- Participate in team meetings and staffing events
- Plan and implement family fun nights and family activities
- Record and monitor student progress data

### **REQUIRED QUALIFICATIONS:**

- High School diploma, college education preferred
- Applicants should have an interest in and enjoy working in youth development
- Able to work independently and be self-motivated
- Able to uphold professional relationships and standards
- Able to follow the policy of the agency related to being a drug and alcohol free zone

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement