

AMERICORPS POSITION DESCRIPTION

Evergreen Center for Community Based Learning and Action
2700 Evergreen Parkway
Sem 2 E2125
Olympia, WA 98505
evergreen.edu/communitybasedlearning
Contact Person/Site Supervisor:
Ellen Shortt Sanchez
(360) 867-6859
shorttse@evergreen.edu

Serves Vulnerable Population: Yes
Background Check(s) Required: Yes
Driver's License Required: Yes
Vehicle Required: No
Auto Insurance Required: No
On bus route: Yes
Minutes from downtown Olympia: 20

TITLE: Campus Tutor/Mentor Coordinator

HOURS OF SERVICE: 8:30am to 5:00pm, M-F, occasional evening and weekend hours

POSITION DESCRIPTION: The tutor program recruits college students to tutor in public education with at-risk youth. The AmeriCorps member has a strong focus on campus outreach to recruit college students to serve as tutors in local high poverty Title 1 Elementary schools and with middle and high school and incarcerated youth in need of academic support. The AmeriCorps member will work with schools and afterschool programs to help them describe their volunteer needs and recruit Evergreen students, faculty and staff volunteers effectively. As an AmeriCorps member you will present workshops and information in Evergreen classrooms and coordinate school partners as guest speakers. This position includes weekly direct service tutoring youth at partner North Thurston High School AVID program.

SITE DESCRIPTION: The Center for Community-Based Learning and Action is a public service learning center at The Evergreen State College. We help students engage in service and connect with schools and non-profit organization for volunteer and service learning opportunities. Our programs support academic learning through academic programs, internships, work study, and community engagement. The ACM will raise awareness and collaborate with programs under the CCBLA. Many college students interested in tutoring and mentoring are exploring the field of teaching and are also interested in pre-requisites for graduate programs in education. Tutoring opportunities often meet classroom hours needed.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Provide direct service tutoring youth at-risk at partner schools including North Thurston High School AVID program twice per week (Tuesdays and Thursdays) for tutorial.
- Participate in AVID tutor training.
- Support new college students in partnership with campus programs and involve in community based learning for academic success.
- Conduct on-campus outreach to students to increase tutor involvement.
- Recruit, orient, match and train tutors and mentors for K-12 school sites with a focus on AVID at North Thurston High School.
- Support mentor recruitment Gateways for Incarcerated Youth AMP program when needed.
- 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 the CCBLA team and support service learning and service Action Day events.
- Organize specialized service projects for youth at-risk supporting college access.
- 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, bachelor degree preferred.
- Former student experience at The Evergreen State College strongly encouraged.
- Applicants should have an interest in and enjoy working with at-risk youth; school-based/classroom experience preferred.
- Follow policies of The Evergreen State College.
- Able to pass background check at North Thurston School District.

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