

# AMERICORPS POSITION DESCRIPTION

YWCA of Olympia  
220 Union Avenue SE  
Olympia, WA 98501  
(360) 352-0593

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

Contact Person/Site Supervisor:

Hillary Soens

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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: 0

**TITLE:** Empowerment Coach & Volunteer Coordinator, Girls Without Limits! Program

**HOURS OF SERVICE:** Tuesday – Saturday 9:00 – 5:30

**POSITION DESCRIPTION:** The purpose of this position is to coordinate and facilitate Girls Without Limits! (GWOL!) and assist low-income girls and at-risk families in accessing opportunities that promote academic success, engagement in learning, confidence in academic abilities and intentionality with regards to career choices. GWOL! focuses on increasing the number of girls that pursue STEM (science, technology, engineering and math) academic courses of study and/or careers. GWOL! serves a diverse group of 10 to 18 year old girls through afterschool clubs, a winter summit, spring and summer break camps and monthly Saturday camps. This year, the program will expand to include a youth advisory board that provides leadership opportunities and engages girls in program planning. GWOL! provides hands-on activities, field trips to STEM-based industries and opportunities for mentorship with professional women who work in STEM fields. The AmeriCorps member will support 250 girls through this position and engage 37+ program volunteers.

**SITE DESCRIPTION:** The YWCA of Olympia has been serving the diverse needs of women and girls since 1945. Our mission is to eliminate racial and gender inequity and advance the social and economic status of all women and girls. We seek to accomplish this through three strategic platform areas: economic empowerment, leadership and health and resiliency. The YWCA is located in the historic Kearney House on 220 Union Avenue in downtown Olympia. In 2009 the house basement was remodeled to create Kathleen's Clubhouse for women and girls, which is where the camp based GWOL! activities take place.

## MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Recruit a diverse group of middle and high school girls from local schools and community partners
- Mentor and engage girls participating in the program
- Plan and implement afterschool clubs, camps, youth advisory board and service projects
- Organize special events: overnight activities and parent engagement nights
- Recruit 12+ volunteer camp counselors to support camp activities
- Recruit 25+ professional women to provide mentorship and career awareness to program participants
- Conduct regular parent engagement phone calls, connect families with community resources as needed
- Attend required ACM trainings, YWCA trainings and regular supervision meetings

## REQUIRED QUALIFICATIONS:

- Ability to build rapport with women and girls of all ages and backgrounds
- Ability to create a team environment with volunteers and community partners
- Ability to learn content related to a variety of STEM fields and design curriculum to engage girls
- Work in concert with agency staff and supervisor to create seamless and comprehensive services
- Ability to write, communicate and manage time effectively

All positions will abide by AmeriCorps Prohibited Activities as referred to in the Member/Site Contract.