

Community Youth Services
711 State Ave. NE, Olympia, WA. 98506
Phone Number (360) 943-0780x 135
www.communityyouthservices.org
Contact Person: Shawn Harris

Vehicle Required: Preferred
Driver's License Required: Yes
On bus route: Yes
Minutes from downtown Olympia: 0
Auto Insurance required: Yes

TITLE: Volunteer Coordinator

HOURS OF SERVICE: 9:00 a.m. to 5:00 p.m., M–F with some evening and weekend hours

SERVICE DESCRIPTION: Street Outreach and Rosie's Place Resource Center provide an atmosphere of inclusion for disenfranchised and homeless youth aged 12-21. Our practice of Youth Development is designed to assist young people in meeting their needs for safety, food, clothing, shelter, emotional and intellectual growth and individuation. As an AmeriCorps member, you will recruit, train and organize 50 volunteers to assist service provision in varying capacities. You will also mentor youth as they assist with processing and distributing donated items and holiday gifts; and as time allows will help to develop and facilitate developmentally appropriate group activities for the youth who visit the Drop In Center. This is a rich learning experience as you will be working with a diverse group of youth and a talented team of social workers

SITE DESCRIPTION: Community Youth Services (CYS) is located in downtown Olympia, the Capital of Washington State. The city is located off of I-5 and at the confluence of the Deschutes River and Puget Sound. It is the largest city in the southwest corner of the state, located midway between Portland and Seattle. The view from the CYS building includes Puget Sound, the Olympic Mountains and the Capitol Building. We are located on the bus line and within walking distance of city services, restaurants, shopping and other social services.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Conduct targeted recruitment of volunteers.
- Interview prospective volunteers.
- Orient, help train and recognize volunteers.
- Mentor youth as they assist with donation processing and delivery
- Match volunteers with appropriate service positions within Outreach and Rosie's Place.
- Supervise, track and organize volunteer schedules.
- Attend weekly unit staff meetings.
- Plan a community service project with youth for National Service Day. .
- Play a part in creating and maintaining a workplace that values diversity and is free of racism, sexism, homophobia and other discriminatory practices.

REQUIRED QUALIFICATIONS:

- Some college preferred with a focus in education, psychology or related field or have an interest in pursuing a career in education and/or counseling.
- Applicants should have an interest in and enjoy working with at-risk youth.
- Ability to work independently and as part of a team.