

Job Title of this Position	Office/Volunteer Coordinator Assistant (2 positions)
Name of Organization	Catholic Community Services' Youth Tutoring Program
Website	www.ccsww.org/ytp
Job Location Address	100 – 23rd Ave S. Seattle, WA 98144
Contact / Supervisor	Cicily Nordness
Phone Number	206-328-5719
E-mail	cicilyn@ccsww.org
Hourly Pay Rate (indicate a range)	\$9-12
Employment Period	Summer Only [] Academic Year [] Summer & Academic Year [X] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [] part time program up to 19 hrs/wk [X] Academic Year: up to 19 hrs/wk [X]

Nature of Business or Organization:

The Youth Tutoring Program (YTP) is an award-winning educational enrichment program that provides over 500 at-risk youth living in Seattle's public housing communities with a safe, positive and fun place to go. At the center, they can be tutored in school subjects, get help with their homework, play educational games, become computer literate, read books and work with caring adults who act as mentors and positive role models. Visit us at www.ccsww.org/ytp.

Duties and Responsibilities:

1. Complete office work that supports the tutoring program including: data entry, copying, filing, making phone calls, and other miscellaneous projects.
2. Conduct reference phone calls for potential volunteers.
3. Assist with volunteer training sessions.
4. Assist with organization of center's educational resources.
5. Attend All-City Tutor Training and other training activities.

Minimum Qualifications:

1. Authorization by current college for the State or Federal Work-Study Program.
2. Experience doing office work.
3. Clear, friendly phone manner.
4. Patience, dependability, organization, and willingness to take direction from YTP staff.
5. Experience working with children, preferably in an educational setting.
6. Patience, dependability, organization, and willingness to take direction.
6. Available during some late afternoon and early evening hours.

Educational Benefits:

Gain office and volunteer management skills; multi-cultural training; program management skills; exposure to a wide variety of cultures.

(For Work Study Office Use Only)

JOB NUMBER _____ **80CCS02** _____ **REIMBURSEMENT RATE:** **FEDERAL** ___% **STATE** **80**_%