

Center for Community-Based Learning and Action
The Evergreen State College
2700 Evergreen Pkwy NW SEMII – E2123
Olympia, WA 98505
360-867-6859
www.evergreen.edu/communitybasedlearning
Contact Person: Ellen Shortt Sanchez
360-867-6859 - shorttse@evergreen.edu
Site Supervisor: Ellen Shortt Sanchez

Vehicle Required: yes X no
Driver's License Required: X yes no
On bus route: X yes no
Minutes from downtown Olympia: 20 by bus
Auto Insurance Required: yes X no

TITLE: Campus Tutor /Mentor Program Coordinator

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

SERVICE DESCRIPTION:

The Center for Community-Based Learning and Action helps students at The Evergreen State College connect with non-profit organizations for volunteer and service learning opportunities. The Center organizes service projects with organizations seeking students as volunteers and seeking faculty for technical assistance or specialized knowledge.

The tutor program engages first year students in community based learning through tutoring in local high poverty schools as well as offering college students at risk academic support and guidance, and opportunities to volunteer.

As an AmeriCorps member, you will work closely with Evergreen students, (especially students at-risk) to support their academic success and college experience by tutoring and exploring volunteer opportunities that are appropriate to their learning needs, professional preparation and personal interests.

The AmeriCorps member will work with students one-on-one and in groups to identify tutor options, support reflection of their work.

The AmeriCorps member will work with schools and after school programs to help them describe their volunteer needs and recruit Evergreen students, faculty and staff volunteers effectively.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Conduct on-campus outreach to students to increase tutor involvement.
- 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.