Center Support Intern

Title: Center Support Intern
Agency: Catholic Community Services of King County
Department: Youth Tutoring Program
Location: One of six tutoring centers (see below)
Position Commitment: 2 – 4 sessions per week: Monday – Thursday, 4pm – 8pm

Program Description:
YTP is an after-school tutoring program serving nearly 500 at-risk students in 1st – 12th grade. The students live in affordable public housing communities across Seattle. The group of students is a diverse one, representing many nationalities, cultures, languages and religions. Our mission is to tutor, guide and inspire these youth to achieve academic success. Unique among tutoring programs in Seattle, YTP provides large scale, one-to-one and group tutoring.

Position Description:
The Center Support Intern position is a great opportunity to gain valuable experience in non-profit programs as well as education. There are two focuses of this position: Acting as a Lead Tutor during tutoring sessions, and supporting the Center Supervisor in logistics and administration activities.

<u>Lead Tutor Duties</u>

- Tutor groups of 2 -5 children
- Answer questions from other tutors and help them find materials
- Greet and orient new volunteers
- Foster a welcoming environment for youth, volunteers, and families

<u>Support Duties</u>

- Answer Center phone
- Assist with set-up, clean-up and organization of the Center
- Grade academic skill worksheets/activities

Preferred Experience:

- 1 year experience working with youth or leading groups. Experience may be in an academic or non-academic setting.
- Proven ability to work with youth in a respectful and positive manner, focusing on increasing self esteem and academic skills.
- Cultural competence in working with low income youth and families from diverse ethnic and cultural backgrounds.
- Academic competence in reading, writing and math.

- Good interpersonal, communication and organizational skills.
- Positive role model skills and ability to motivate youth in their academic and personal goals.
- Self-starter and adept at multi-tasking. Able to be self-directed in busy tutoring center environment.

Commitment:
Interns commit to the full four hours for at least two days per week. Ideally interns will commit for the entire school year, and the minimum commitment is one school semester.

Application Procedure:
Contact the Mariah Pepper, Volunteer Services Coordinator at VolunteerYTP@ccsww.org or 206-328-5970 to complete a general YTP application. Qualified applicants will then meet with the Center Supervisor to determine if this position is a good fit for you.

Youth Tutoring Program Center Locations:
High Point - 6400 Sylvan Way SW (Room 112) Seattle, WA 98126
Jackson Park - 14374 30th N.E. (Community Building) Seattle, WA 98125
Lake Washington Apartments - 9061 Seward Park Ave. S (Community Building) Seattle, WA 98118
NewHolly - 7058 32nd Ave. S (Suite 103) Seattle, WA 98118
Rainier Vista - 4520 Martin Luther King Jr. Way S Seattle, WA 98108
Yesler Terrace - 825 Yesler Way (Community Room) Seattle, WA 98104