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|----------------------|--------------------------------|----------------------------------|-----------------|
| Service Role:        | Volunteer Services Coordinator | Hours per week:                  | 40              |
| Schedule:            | M-F                            | Stipend:                         | \$1780.95/month |
| Application Deadline |                                | August 31, 2024, or until filled |                 |

Tacoma Community House is a highly regarded, community-driven service center dedicated to supporting immigrants, refugees, and young people from the South Sound community in their quest for personal growth and empowerment. Established in 1910, we have been instrumental in equipping community members with the necessary skills to adapt to a new culture and achieve remarkable personal and professional accomplishments. Through our comprehensive programs and services, we inspire and enable individuals to forge their own paths to success and fulfillment.

The Volunteer Services Coordinator will provide support in helping our organization build a more interconnected community through community engagement and events.

The Member will develop and manage a volunteer program that fosters community engagement while meeting the needs of community members. Additionally, the member will establish collaborative relationships with within the community to enhance and align with TCH mission and goals.

**Key Responsibilities:**

- Actively develop community partnerships that enhance and align with TCH mission and goals.
- Coordinate day of service event.
- Participate in food distribution events as well as meeting and directing students.
- Participate in planning committees for all signature events including: Welcoming Week, Celebration on the Hill, Halloween on the Hill, & TCH Annual Fundraiser.
- Assist with Citizenship Clinics, Job Fairs, and Wellness Clinics
- Visit classrooms weekly to share information about citizenship, employment, food distribution, medical clinics, and volunteer opportunities.

- Promote access to education, pathways to employment, and a roadmap to other services for existing & new clients through resource navigation.
- Recruit, screen, assign, and manage volunteers in alignment with our organizational requirements and objectives.
- Provide support to volunteers.

**This position is a great fit for people who:**

- Have a deep respect and compassion for underserved communities.
- Are bilingual/multilingual(Spanish preferred).
- Are interested in gaining a deeper understanding of immigration laws, policies and systems.
- Have strong interpersonal skills and the ability to build rapport with clients, colleagues, and community partners.
- Are passionate about gaining knowledge and experience in social services.

**What you will receive:**

- Monthly stipend of \$1,780.95.
- Valuable experience in social service programming.
- An education award of up to \$7,395 upon completion of the service term.
- Access to basic medical insurance, counseling, and career support services.
- Monthly Food Assistance (if eligible).
- Workers' compensation coverage.
- Subsidized childcare provided by GAP Solutions Inc. (if eligible).
- Student loan support including forbearance and interest accrual payment on qualifying loans and payment of interest on qualifying student loans that accrued during the service term (paid after successful completion of service term).
- Serving in a full-time AmeriCorps position qualifies as "employment" towards the Public Service Loan Forgiveness program.

**How to apply:**

Please send your candidate materials, including a resume and cover letter explaining why you would like to serve at our organization.

- Email: [lhamlin@tacomacommunityhouse.org](mailto:lhamlin@tacomacommunityhouse.org)

- Via Americorps listing:  
<https://my.americorps.gov/mp/listing/viewListing.do?id=123528>