



2022-23 Gonzaga University, CCE Gonzaga Family Haven Coordinator Position Description

TITLE: Gonzaga Family Haven Education Coordinator- (1 position)

HOURS OF SERVICE: Hours Vary, 40 hours per week, M – F with some evening and weekend hours

- Sample schedule: Monday-Friday: 8:30-5:30pm
- Member is required to volunteer at least 1,700 hours over the 10.5 month term of service

Start Date: September 1, 2022

End Date: July 15, 2023

JOB DESCRIPTION: The Gonzaga Family Haven Education Coordinator supports partnerships and programming provided by Gonzaga at the newly constructed Gonzaga Family Haven, the 73 unit, long-term supportive housing facility located in the Logan neighborhood. The primary role of the member will be to develop, implement, and support after-school and summer programming for youth that live at the Gonzaga Family Haven. Given the member's focus on youth support, they will work collaboratively with the Youth Programs and Initiatives team to maintain best practices and share resources. The member will also support family programming and partnerships while serving as a key point of contact for Gonzaga students involved at the Gonzaga Family haven- providing training, support, and coordination of volunteer placements.

What is AmeriCorps?

AmeriCorps is a federally funded national service program whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps provides opportunities for more than 75,000 Americans each year to provide direct service to their communities and country. For more information about Washington Service Corps go to: <https://washingtonserviceworks.org/who-we-are/>.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Develop and cultivate relationships with community-based organizations.
- Partner with Center for Community Engagement staff and student leaders in the planning, coordination, and implementation of youth activities at Gonzaga Family Haven. Develop curriculum, as needed.
- Supervise Gonzaga's youth programming at the Gonzaga Family Haven, including student leaders.
- Recruit, select, and train college student volunteers; motivate and recognize these volunteers throughout the year.

The Washington Service Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply. The Washington Service Corps only enrolls members who are a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States. All new members must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. All new AmeriCorps members must pass a standard background check.



- Work with staff and partner organizations in local schools and community organizations to increase communication and enhance interventions for youth, both on-site at Gonzaga Family Haven, at partner schools, and on Gonzaga's campus.
- Maintain documentation of data related to college student volunteers, youth, attendance, recruitment and program activities.
- Collect output and outcome data from activities; report to internal and external audiences, and the Washington Service Corps. Administer program assessments.
- Participate in National Days of Service and other community service events.
- Promote the program impact to internal and external stakeholders.
- Participate in Washington Service Corps training, including orientation, mid-year training, graduation, regional cohort meetings and others as available.
- Engage in personal reflection.

REQUIRED QUALIFICATIONS:

- AA or BA/BS degree preferred
- Must be at least 18 years of age at the commencement of service
- Ability to work well with people of diverse backgrounds
- Strong organization, problem-solving and written and oral communication skills
- Basic office computer skills, including word processing; experience with spreadsheets/databases preferred
- Strong initiative; self-starter
- Ability to creatively problem solve
- Enthusiasm for helping others succeed

BENEFITS:

- Member Living Stipend of \$2,066.86 per month (before taxes)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying loans during the service term
- Basic health insurance
- Education Award of \$6,495 upon successful completion of the program
- Childcare assistance for qualifying members
- Training and Experience

WSC Program Benefit information is available in more detail here:

<https://washingtonserviceworks.org/become-a-member/>

To Apply Send a Cover Letter and Resume to: Bailey Wootton at wootton@gonzaga.edu

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