Work Study Job Description

**Job Title:** Jumpstart Volunteer Coordinator

**Department:** Jumpstart at the University of Washington

**Location:** Mary Gates Hall, Suite 171

**Pay Rate:** 16 - 16 / hour

**Employment Period:** Academic year

**Hours Per Week:** Up to 19 hours per week

**Contact Supervisor:** Meghan Robinson

**Phone Number:** 6122017223

**Email Address:** mcwrobinson@gmail.com

**Website:** https://www.washington.edu/jumpstart/

**Box Number:** 352803

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**NATURE OF ORGANIZATION**

Jumpstart recruits and trains college students to work with preschool children to support them in developing their language and literacy skills and preparing for success in kindergarten and beyond. In addition to earning work study dollars, students are able to receive the benefits of working alongside early childhood education experts in a local Seattle preschool and become part of a tight-knit UW student community.

**DUTIES AND RESPONSIBILITIES**

- Serve 12-19 hours per week, during the entire academic year for a total of 300 hours over the course of the academic year.
- Recruit a variety of volunteers able to commit to One-Day, Short-Term, and Long-Term volunteer projects (details and additional examples of the size and scope of these projects can be provided by Jumpstart staff).
- Work with Jumpstart staff on corps events and recognition to show appreciation of their service.
- Work with site staff and Corps members to identify volunteer projects with program partners.
- Communicate with volunteers through phone calls, e-mail, and show appreciation for their efforts.
- Coordinate volunteers for service days held at partnering early childhood centers and other program events.
- Research relevant community organizations to plan additional volunteer opportunities for Corps members.
- When possible, outreach to corporate sponsors in order to engage employees in Jumpstart volunteer projects.
- Staff the front desk for the Center for Experiential Learning (1-3 hours per week on average).

**MINIMUM QUALIFICATIONS**

- Ability to both work well on a team and to work independently.
- Able to answer phones, take messages, and initiate phone conversation.
- Ability to work with people from diverse ethnic, racial, and socioeconomic backgrounds.
- Demonstrated ability to problem solve and think strategically.
- Experience in leadership roles.
- Experience with recruiting and supporting groups of people to address community needs through community service projects.
- Proven ability to build relationships and work with volunteers, peers, and community members.
- Desire to learn about Jumpstart program practices, including early childhood best practices.
EDUCATIONAL BENEFITS

Educational Benefits: • The invaluable opportunity to make a difference in the lives of a young children • $1,289 scholarship on completion of 300 hours (in addition to work-study funds earned) • Training in the field of early childhood development • Opportunity to collaborate with large campus and community partners

HOW TO APPLY

1. Fill out an application available on our website: http://www.washington.edu/jumpstart/join-jumpstart-in-3-simple-steps/ 2. Email a cover letter to Sala Sataraka at sala@uw.edu expressing why you are interested in the position.

Job Number: JUMP03 | Category: Student Services | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y