



Generations *United*

Our mission is to empower low-income families in Redwood City to reach their full potential. Join an organization who cares deeply for families in Redwood City. We offer learning programs to children and adults that empower and bring dignity as well as prepares them to be contributing citizens to the community. This is an exciting opportunity for a vibrant, excited and caring person

Position: Homework Center Assistant

Compensation: DOE

Reports to: Director of Programs

Supervises: Class staff and volunteers for Fair Oaks Homework Center

Schedule: 15/20 hours per week, schedule varies and may include evenings or weekends

The Homework Center Assistant is responsible for equipping and leading the students at the center program; and equipping volunteers for success with the students. He/she is responsible for coordinating volunteer experiences for groups when applicable. Volunteers are a critical part of our team, enabling us to serve the youth of our community. As such, we are committed to seeing our volunteers grow as they serve. Working closely with the Director of Generations United (GU), the Homework Center Director (HWC) plays a key role in ensuring that our students and volunteers are growing and serving effectively.

Please see Generations-United.com for more information about the parent organization and about many other service opportunities.

HWC Assistant :

- Ensures the Center is ready and prepared for the students each day.
- Make sure the staff is onsite and ready to assist the students when they arrive.
- Assign duties for volunteers when needed.
- Have enrichment material available for students when homework is complete.
- Make sure students get their reading and all homework done.
- Make sure that students get to any extra-curricular activities enrolled in at the school.
- Maintain a jovial and positive atmosphere in the classroom.
- Make sure the library books are returned and the Center books are well-maintained.
- Make sure attendance sheets of students and volunteers are current.
- Ensure all volunteers sign-in.
- Provide name tags and make for any new student(s) or volunteer(s).
- Make certain all shifts are covered by volunteers.
- Create a weekly newsletter and a monthly calendar.
- Honor weekly "Super Star" students.
- Report to GU Director weekly.
- Make sure all documents for each student are in the binder.
- Provide proper forms for volunteers and new students.
- Participate in GU events and network meetings.

Volunteer Leadership:

- Proactively build relationships with volunteers as it pertains to their role at Homework Center.
- Communicate key dates and information to the volunteer team through regular communication.
- Lead regular volunteer orientations for new volunteers.

Administrative Duties:

- Assist with production of communication materials (ie newsletters, blogs, etc)
- Oversee Homework Center LiveScan Fingerprinting and other required actions: Custodian of Records.

Work in partnership with other Generations United staff:

- Provide regular reports to fellow staff and supervisor.
- Be actively involved in organization-wide activities (ie staff retreats, Open House, etc).

Required:

- Desire to work in a community-serving organization.
- Commitment to the mission of the organization and agreement with the vision and mission.
- Strong administrative and organizational skills.
- Strong communication skills (verbal and written).
- Bilingual Spanish & English - both written and conversational (TBD)
- Strong leadership skills.
- Proficiency in Microsoft Word, Excel, Google Suite, PowerPoint and email.

Preferred Qualifications:

- Administrative experience; with demonstrable success with recruiting volunteers for events, programs, community groups, or other transferable experience.
- College degree preferred; or equivalent work experience.

There will be a 30 day probationary period and a 90-day review.