



## UNPAID HOMEWORK CLUB VOLUNTEER

Division: Resident and Community Services  
Supervisor: Director of Resident and Community Services  
Status: VOLUNTEER, 1 YEAR POSITION

### **ORGANIZATIONAL MISSION:**

Cabrillo Economic Development Corporation's (CEDC) mission is to provide comprehensive housing services and community economic development activities, through a community-building approach, that facilitates self-sufficiency for individuals and families who are most lacking in opportunity in Ventura and Santa Barbara Counties, and adjacent areas of Los Angeles County.

Incorporated in 1981, Cabrillo's early roots were in response to a farm worker community's demand for secure housing. Although this continues to be important, today there is a more widespread need for affordable housing in this region. As such, Cabrillo now provides housing for low-to moderate-income residents and families, including farm workers, seniors, veterans and individuals with disabilities.

### **DEPARTMENT OVERVIEW:**

CEDC's philosophy is that residents, especially those with special needs, thrive in independent living situations when a comprehensive and coordinated service safety net exists. To remain true to its mission, CEDC has made Resident and Community Services an essential part of the fabric that defines their organization. Resident and Community Services provides referrals, linkages to community resources, coordinates educational workshops and organizes community-building activities for residents of CEDC and the surrounding community. RCS provides for the social service and mental health needs of CEDC residents.

### **POSITION OVERVIEW:**

The homework club volunteer position requires a motivated and resourceful individual who is sensitive to the needs of youth and has experience working with diverse, low income populations. Under the direction of the Director of Resident and Community Services, Homework Club Volunteers provide support to a diverse group of youth, from elementary through middle school in order to help them achieve academic success.

### **DUTIES AND RESPONSIBILITIES:**

Responsibilities and duties include, but are not limited to the following:

- Provides homework assistance to youth, elementary age through middle school
- Engages with youth in a meaningful and interactive manner

- Provides positive role modeling through positive, respectful interactions with youth
- Plans and coordinates on-site educational activities that may include, but are not limited to, STEM related activities, games, arts and crafts and game activities
- Provides oversight of groups of students to ensure a safe and appropriate learning environment
- Assists youth with building reading skills
- Assists with maintaining records that demonstrate participant attendance and goals
- Coordinates and participates in planning processes with the Director and other RCS Team members in order to guide the activities and efforts of the Homework Clubs

**REQUIRED EXPERIENCE:**

Previous experience working with youth in a position of leadership

**EDUCATION:**

High School Diploma or GED equivalent

**PREFERRED QUALIFICATIONS:**

Bilingual and bi-literate (English/Spanish)

Strong background working with youth from low income backgrounds

Strong background working with youth in a role of leadership

Ability to pass a background check

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work independently and as a team

Ability to communicate clearly and effectively, both orally and in writing

Ability to establish and maintain professional boundaries

Ability to create and plan suitable activities that enhance academic success

**TIME COMMITMENT**

Seeking volunteers that can engage in long-term, consistent opportunity to assist and encourage the club's mission and growth