

SERVICE-LEARNING YELLOW PAGES
PLACEMENT SITE

Updated:8/1/24

Name of Agency: IDIC Filipino Senior & Family Services
Volunteer Site Address: 7301 Beacon Ave. S., Seattle, WA 98108
Mailing Address: Same
Agency Hours: 9:00 am – 6:00 pm
Contact: Lanvin Andres
Phone: 206- 587-3735 **Fax:**
Email: info@idicseniorcenter.org
Website: www.idicseniorcenter.org

Agency Description: Filipino senior and social services center

Position Descriptions:

Office Assistant – Assist staff in administrative tasks such as filing, encoding, collation of documents, newsletter layout and others.

Program Assistant – Assist in food bank distribution and assist elders in bringing meals to their respective tables.

Days and hours students can serve in these positions:

Office Assistant - Mondays to Fridays 01:00 pm to 4:00 pm

Program Assistant – Wednesdays and Fridays 11:00 AM – 1:30 PM

Minimum time commitment required of volunteers:

2 – 3 hours each time

What qualities, abilities and skills are important at your agency?

Ability to speak Tagalog preferred but not required

Understand or is willing to learn the Asian culture

MS Office advanced skills

Lift up to 20 lbs. occasionally

Is volunteer orientation provided? Yes

Length of time students should budget for it: Varied

Is volunteer training provided? Yes

Length of time students should budget for it: Varied

Is on-site supervision provided? Yes

Number of Service-Learning positions available per quarter: Many

*Please return to: Service-Learning Program, Seattle Central College,
1701 Broadway, BE1117, Seattle, WA 98122*