

SERVICE-LEARNING YELLOW PAGES
PLACEMENT SITE

Updated: 9/9/24

Name of Agency: Jubilee Women's Center
Volunteer Site Address: 620 18th Ave E, Seattle, WA 98112
Mailing Address: Same
Agency Hours: Mon – Thurs 9:00 am – 5 pm, Fri 9-4pm
Contact: Liz Richmond, Volunteer Coordinator
Phone: 206-324-1244 **Fax:** (206) 329-3320
Email: volunteer@jwcenter.org **Website:** www.jwcenter.org

Agency Description:

Jubilee provides safe, dignified and affordable community housing for single, homeless women in Seattle and a program that provides the education, services and support needed to transition into independent living. The Sisters of St. Joseph of Peace founded Jubilee in 1983 based on a vision of a better place for homeless women who need the time and a safe environment to transition out of crisis and into a more stable situation. Jubilee's program helps women gain the skills and confidence to rebuild their lives and make positive life changes.

Position Descriptions:

Front Desk Receptionist: This first point of contact to our organization, represents Jubilee Women's Center to donors, community members, and partner agencies, and offers information about housing, distributes donations, and makes boutique appointments. Also answer the door, phone calls, and emails in a way that accurately represents our agency and the values that we believe in. Regularly engages with community members looking for resources and helps navigate community services.
Shifts (choose 1 weekly day/shift): M-F morning 10am-1pm or M-Th afternoons 1-5pm and Friday 1-4pm

Clothing Boutique Shopping Assistant: Ensures a positive experience in Jubilee's free clothing boutique for all shoppers including community members, alumni, and current residents. Assists in setting up the storeroom for shopping days, helps shoppers navigate the boutique, and ensures the boutique is organized and restocked. Assists in community shopping days each week.
Shifts (Choose 1 weekly): Tues 1:30 – 4:30 pm or Wednesday 10:00am-2:00pm.

Minimum time commitment required of volunteers: 3-5 hours per week

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

Desired Qualifications:

- Good listening and communication skills
- Empathy and compassion for others
- Patience and understanding for folks in all walks of life
- Customer service or administrative knowledge

Is volunteer orientation provided? Yes

Length of time students should budget for it: 30 minutes

Is volunteer training provided? Yes

Length of time students should budget for it: First full shift will be shadowing

Is on-site supervision provided? Yes

Number of Service-Learning positions available per quarter: 2 (boutique shopping assistance), 3 (front desk volunteers)

**Please return to: Service-Learning Program, Seattle Central College,
1701 Broadway, BE1103, Seattle, WA 98122**