

SERVICE-LEARNING YELLOW PAGES PLACEMENT SITE

Updated: 9/5/25

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: Rachel Rosenberg 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 permanent life changes.

Position Descriptions:

Clothing Boutique Shopping Assistant: Free clothing boutique is a vital resource for low-income women in the community that offers women dignity and choice in accessing items like clothing, toiletries and more—at no cost. You will contribute to the boutique's success by:

- Sorting and organizing incoming donations
- Maintaining the boutique's cleanliness and layout, including store setup and general upkeep
- Assisting with special projects assigned by the Program Coordinator

Facilities Assistant:

We provide safe, stable, supportive housing for women working toward independence. Facilities maintenance is key to ensuring that participants have a clean, welcoming, and dignified environment to call home. You will contribute to the success of our facilities by:

- Assisting with basic maintenance needs such as light repairs, painting, and furniture assembly
- Supporting room turns, including cleaning, setup, and ensuring rooms are ready for new residents
- Helping maintain the overall cleanliness and order of shared community spaces
- Assisting with special projects assigned by the Facilities Manager

Days and hours students can serve in these positions:

M-TH 10:00-5:00 or F 10:00-4:00

Minimum time commitment required of volunteers: 5 hours per week

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

- 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 for each position

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