

SERVICE-LEARNING YELLOW PAGES PLACEMENT SITE

Updated: 7/7/2025

Name of Agency: Basic & Transitional Studies Volunteer Tutoring Program at SCC.

Volunteer Site Address: 1701 Broadway Seattle, WA 98122, room BE 3122

Mailing Address: 1701 Broadway Seattle, WA 98122

Agency Hours: M-Th 9 a.m. - 5 p.m.

Contact: **Lada K.(she/her), Tutoring & Tech Specialist at the BTS Department of SCC**

Phone: 206.934.4180

Email: **BTSTutoring.Central@seattlecolleges.edu**

Website: [Get Involved | Seattle Central College](#)

BEST WAY TO APPLY (phone, e-mail, drop-in):

Fill out the Form <https://forms.office.com/r/qOny5wsKde?origin=lprLink>

Or Email at: BTSTutoring.Central@seattlecolleges.edu

Agency Description: The Volunteer Tutoring Program at Basic & Transitional Studies Department connects volunteers with adult learners from ESL & Adult College Prep programs. Volunteers help students with reading, speaking, writing, math, and computer skills. Our tutors make a huge difference supporting English language learners, students with limited formal education, immigrants, refugees, or first-generation college students on their educational and career path.

Available Position Descriptions:

1-1 tutor. Tutors provide one-on-one assistance to students learning English (ESL) or preparing for the GED test. They help students understand basic reading, writing, grammatical, or math concepts.

You will meet your assigned students weekly. At least 1 hour per week until the end of the Quarter. You can have more than 1 student or make your tutoring sessions longer or shorter than 1 hour

Days and hours students can serve in this position:

Mondays—11, 12, 1, 4, 5:00—Zoom only

Tuesdays-Thursdays—11, 12, 1, 4, 5:00—In-person

Fridays—11, 12, 1:00—Zoom only

Minimum time commitment required of volunteers: 1 hour per week

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

Requirements to be onboarded as a volunteer at Seattle Central College¹:

☒ 21 y.o. and over.

☒ Have an SSN number to complete the background check. (If you don't have SSN, please mention this to your supervisor. It's ok to proceed, but we might need extra information)

☒ Basic Technology skills (use email, Word, PDF, etc.).

☒ **Complete the Paperwork & the Background check.** Finish the required volunteer onboarding process such as paperwork and background check.²

Skills: Patience, flexibility, dependability, a willingness to learn, strong communication skills, creativity

PLEASE NOTE: You may not register for credits for on-campus service.

Is volunteer orientation provided? Yes, via Zoom. Dates TBD.

Length of time students should budget for it: 1

Is volunteer training provided? Yes, during the orientation period. See above.

Length of time students should budget for it: 1

Is on-site supervision provided? Yes.

¹ *Updated on 4/28/2025

² Seattle Colleges does not require background checks for International Students.

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

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Number of Service-Learning positions available per quarter: 2