SERVICE-LEARNING PLACEMENT SITE

Updated: 9/2926

Name of Agency: Casa Latina
Volunteer Site Address: 317 17th Avenue South, Seattle, WA 98144
Mailing Address: Same
Agency Hours: Monday-Friday, 7:00 AM – 5:00 PM
Contact: Annastasia Workman, Volunteer Coordinator
Phone: 206-289-0184
Email: annastasia@casa-latina.org **Website**: www.casa-latina.org
Agency Description: Casa Latina is a community-based organization that empowers, educates and organizes Latino immigrants and their families so they may become economically independent and contributing members of this community.

Position Descriptions:

1. English Tutoring (virtual): ESL volunteers will serve as English tutors for Latinx Immigrant household workers and day laborers. ESL students are of adult age and have varying English skills. Volunteeers will be provided with training and ESL curriculum, but have flexibility to design and interpret their own lessons. **Bilingual Spanish-English preferred.**

2. Day Workers' Center Dispatch (in-person) 7AM-10:30PM Mon.-Sat.: Communicates with prospective employers, relaying expectations around fair wages and safe workplace conditions, enters work orders into our database. No Spanish required.

3. Digital Literacy Support (in-person) M,W,F 9:00AM-10:30AM: Provides digital navigation services and digital literacy classes for Latino immigrant workers to develop basic digital literacy skills. Volunteers also assist with digital navigation to complete tasks that require online access. Advanced Spanish or bilingual proficiency is required for this position.

Minimum time commitment required of volunteers: Casa Latina asks that volunteers remain for a minimum of 3 months.
What qualities, abilities and skills are important at your agency? An interest in worker and immigrant rights, flexibility, an easy-going attitude, the ability to work independently with minimal supervision.
Days and hours students can serve in these positions: Tutors must commit to a minimum of one virtual session per week, hours flexible. Each tutoring session is one hour long. Dispatch shifts are from 7:00-10:30AM, Digital Literacy classes are 9-10:30 Mondays, Wednesdays, and Fridays. Students must commit to one shift (minimum) per week.
Is volunteer orientation provided? Yes
Length of time students should budget for it: 40 minutes.
Is on-site supervision provided? No for tutors, yes for dispatch and Digital Literacy.
Number of Service-Learning positions available per quarter: 3-4 per quarter