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P.O. Box 2529 · 133 W Railroad Ave  
Shelton, WA 98584  
360.426.9733

## **SOUND LEARNING VOLUNTEER POSITION THURSTON PROGRAM ASSISTANT**

**ORGANIZATION:** Sound Learning is a dynamic community-based educational organization offering innovative and high quality basic skills (reading, writing, math, GED prep, High School Diploma program for adults & computer literacy skills) and ESOL (English for Speakers of Other Languages) programs to adult learners 16 years old and above in Mason and Thurston Counties. We work with trained community volunteers to provide 1:1, small group, and classroom-based instruction. We are committed to learner-centered education that addresses the realities of participants' lives and is based on a collaborative model.

**POSITION DESCRIPTION:** Provides administrative assistance to the Thurston Program Manager. Accepting of people from different cultures and backgrounds. Good interpersonal skills. Duties may include coordination of tutors and students, create student file folders, make copies, basic filing, enter information into database, and other clerical duties as needed.

**DESIRED CHARACTERISTICS OF VOLUNTEER:** Able to donate time to the organization. Ability to work with others or independently. Experience in customer service, basic office procedures, basic knowledge of computers and data entry, Pleasant manner, patience and problem-solving ability. Organizational skills a must.

**COMMITMENT:** Volunteers are asked to commit to helping for 2 – 3 hours per week in collaboration with the Program Manager in Thurston County.

For more information or an application, please stop by or call our office in Shelton 360-426-9733, email [cguijosa@soundlearning.co](mailto:cguijosa@soundlearning.co) or call Maria at 360-464-5037 in Olympia.

Thank you for your interest in volunteering with Sound Learning.

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