VOLUNTEER OPPORTUNITY FOR EDUCATION DEPARTMENT
Supporting Our Leaders (SOL) Program Assistant

What is the Supporting Our Leaders (SOL) Program?

SOL is a youth-centered program designed to promote the educational success of the entire family through creative and innovative engagement activities.

The SOL Program’s goal is to provide a “college-going culture” for students. In order to create this environment, students are assigned a youth advocate to ensure progress towards academic success. They are also encouraged to pursue post-secondary education. Students are taken on 5 to 10 college visits to provide the students with the proper knowledge to make these important decisions.

During the summer, SOL aims to close the Latino achievement gap and stem summer learning loss by providing internships, with the possibility of pay, as well as college credit.

For more information visit our website at www.hispanic-center.org

Responsibilities as a SOL Program Assistant

Assist SOL Staff in:
- Filing
- Phone calls to students and parents (English and Spanish)
- Faxing and making copies
- Planning and chaperoning events
  - Such as college visits, dances, and parent meetings
- Data entry
- Follow up with students
- Analyze student data
- Research, etc.

Job shadowing and internships available. *Spanish is not required, but preferred.

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<th>Min. Hour Requirement</th>
<th>Duration</th>
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<td>2-15 hours per week; between 9am-6pm</td>
<td>Min. of 12 weeks; Year Round or School Year: Fall semester: September-December Winter semester: January-May</td>
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1204 Grandville Ave SW, Grand Rapids, MI 49503 ☏ (616) 742-0200p
To sign up as a SOL staff support, please contact Vanessa Giles at vgiles@hispanic-center.org.

A criminal background check is required per the Hispanic Center’s volunteer policy.