

# Howard & Evanston Community Center



## Application:

### Clubhouse Mentor/Youth Department Volunteer Opportunity

**Position:** Volunteer Clubhouse Mentor

**Location:** 7510 N. Ashland Avenue Chicago, IL 60626

#### 2026 Hours of Operation

January-June M-F 3:30 - 7:30 p.m.

July - August: M-F (Usually 11:00 a.m.-5:00 p.m.)

August - December: M-F 3:30 - 7:30 p.m.

**General Description:** The Howard Area Clubhouse is an after-school learning environment where young people explore their interests and become confident learners through technology. Mentors/ Volunteers are a key part of the Clubhouse community, supporting the learning and exploration of Clubhouse Members.

**Time Commitment:** 2-3 hrs. per week, minimum 3 months

**Reporting:** Clubhouse volunteers will report to the Clubhouse Manager, and login/out through the volunteer portal

#### DUTIES/RESPONSIBILITIES:

- Orient, welcome, and guide new Members
- Help to identify Members that might need extra support or encouragement
- Provide general help to Members
- Offer encouragement to Members
- Work one-on-one with Members
- Offer specific guidance or workshops in areas of expertise
- Organize special projects (based on interest)
- Support Members in thinking about career/college opportunities
- Bring any serious concerns/issues to the attention of the Clubhouse Coordinator
- Engage in your own learning and exploration
- Available to Clubhouse Members and staff to aid, support, and encourage

#### QUALIFICATIONS:

- Interest in The Clubhouse
- Experience and/or interest in working with young people
- Technical and/or art skills or commitment to developing skills
- Curiosity and interest in learning more about technology, working with young people, and being part of the Clubhouse Community
- Open to new people and ideas
- Background checks are required

#### Benefits and Training:

- Explore interest in a cutting-edge environment
- Help young people build skills and confidence
- Volunteer experience
- Orientation to the Howard Area Clubhouse
- Training as needed while mentoring
- Workshops on Mentoring and technology applications/skills

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