

# Karolynn Tom

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## SKILLS AND TECHNIQUES

- Experienced working in a variety of settings with diverse populations
- Knowledgeable in best practices for positive youth development programming
- Competent in public speaking and group facilitation
- Proficient in building rapport with youth and young adults
- Experienced with supporting families and children in a variety of settings
- Experienced with working with at-risk youth and young adults
- Practiced in strength based interactions with client
- Experienced in working in collaborations with multiple stakeholder groups
- Well-rounded in outreach and marketing strategies including through social media
- Practiced in volunteer/participant recruitment, management, training and retention
- Excellent team-work and communications skills
- Experienced in event management including planning, coordination of personnel, and follow-up
- Ability to prioritize and multitask
- Experienced with data tracking systems

## EMPLOYMENT/RELEVANT VOLUNTEER EXPERIENCE

**March 2018 – Present**

**The Mockingbird Society:** *Youth Programs Manager*

- Supervised Regional Engagement Coordinators and assist staff in the recruitment and engagement of youth participants ages 13-25 who have been involved in the foster care system or experience homelessness for local and statewide activities.
- Participated in organization's Racial Equity Committee which developed a Theory of Change and work plan for increasing equity practices within the organization and community
- Led organization and planning of Mockingbird's Youth Leadership Summit, a 3-day, 2-night experience for approximately 60 Mockingbird youth advocates.
- Assisted in program evaluation through data collection and analysis
- Collaborated with a variety of staff from local non-profits in supporting program participants and advocacy agendas

**August 2015 – March 2018**

**The Mockingbird Society:** *Engagement Specialist*

- Actively conduct outreach, recruitment and engagement of youth participants ages 13-25 who have been involved in the foster care system or experienced homelessness for local and statewide activities
- Facilitate small and large group activities to help identify and develop policy proposals to improve the foster care and homeless systems in Washington
- Implement positive youth development strategies to increase participant leadership and facilitative skills
- Oversee youth preparation for a variety of public speaking events
- Collaborate with a variety of staff from local non-profits in supporting program participants and advocacy agendas
- Supervise up to 5 part-time participant employees

### August 2015 – July 2016

#### **Catholic Family and Child Service:** *Independent Youth Housing Program Coordinator*

- Maintained an active caseload of 7-10 young people who have aged out of the foster care system who are enrolled in the Independent Youth Housing Program
- Taught independent living skills including those for money management, employment search and retention, and household maintenance
- Maintained program documentation on activities and outcomes
- Managed financial and program tracking for the DSHS Region 1 South

### July 2013 – July 2015:

#### **USDA Agricultural Research Service:** *Biological Science Technician*

- Maintained Codling Moth Colony
- Independently performed experiments as directed, improving upon protocols and procedures
- Assisted in general lab upkeep

### August 2013 – August 2014:

#### **Yakima County Juvenile Court:** *Community Service Leader – Extra Help*

- Supervised youth participating in the Restorative Community Service Program through the court.
- Maintained working relationships with community service sites.
- Assisted in recruitment and training of community adult volunteers

### September 2013 – June 2015

#### **Yakima Relay for Life Planning Committee:** *Youth Engagement Coordinator*

- Attended monthly committee and team captain meetings
- Recruited youth for the Youth Sub-Committee
- Lead Monthly Youth Sub-Committee meetings whose task was to plan youth events for the relay and recruit more youth teams

### July 2012 – July 2013

#### **AmeriCorps VISTA:** *Community Service Court Activity and Mentor Coordinator*

- Full-time volunteer with the Yakima County Juvenile Court
- Conducted community outreach to non-profit organizations and civic groups
- Created system for the organization and tracking of community service events and volunteer hours
- Directed volunteer recruitment, training and appreciation

### July 2011 – July 2012

#### **AmeriCorps VISTA:** *Business Technology Coordinator*

- Full-time volunteer with Hard Hatted Women
- Facilitated launch and maintenance of new organization website
- Managed the research and implementation of new client and donor tracking database
- Provided in-house technical support and general technology improvements

## EDUCATION

**2016 – Present**            **Clemson University**  
*Masters of Science in Youth Development Leadership*  
\*Projected Graduation December 2018

**Clemson, South Carolina**

**2009 – 2011**            **Case Western Reserve University**  
*Masters of Science in Biochemistry*

**Cleveland, Ohio**

**2005 – 2009**            **Whitworth University**  
*Bachelors of Science in Chemistry*  
*Bachelors of Art in Sociology*

**Spokane, Washington**