

AMERICORPS POSITION DESCRIPTION

Madison Elementary School
1225 Legion Way SE
Olympia, WA 98501
(360) 596-6300
Website: osd.wednet.edu
Contact Person: Gayle Marchun
 gmarchun@osd.wednet.edu
Site Supervisor: Kim Swanson
 kimswanson@osd.wednet.edu

Vehicle Required:	yes	<input checked="" type="checkbox"/> no
Driver's License Required:	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> no
On bus route:	<input checked="" type="checkbox"/> yes	no
Minutes from downtown Olympia:	5 minutes	
Auto Insurance Required:	yes	<input checked="" type="checkbox"/> no

TITLE: Student and Family Support Specialist

HOURS OF SERVICE: 8:15 am to 4:45 pm, M – F with some evening and weekend hours

SITE DESCRIPTION: Madison Elementary School is located in a southeast neighborhood of Olympia. Olympia is the capital city of Washington and is located at the southern tip of the Puget Sound. Madison is one of the smallest schools in our district, we serve 200 students in Preschool through 5th grade. Most students come from low income families (52% qualify for free or reduced meals). We have a number of families who are homeless and the mobility of our students is significant. With students coming and going throughout the school year it is important that we make sure everyone who walks through the door is made to feel welcome. We are a very community oriented school and celebrate the partnerships we have with a variety of local programs.

JOB DESCRIPTION: The AmeriCorps member will academically support students by tutoring them in one-to-one and small group settings. There will be times when they provide support for students within the classroom. They will also help students play more successfully by offering organized activities during alternative recesses (Lunch Bunch) and after-school clubs. Within the after-school clubs, tutoring opportunities will be available for identified students who have academic needs. The AmeriCorps member will work together with school staff to provide family involvement activities throughout the year. The member will act as a mentor for students while involved in the alternative lunch/recess program and the after-school clubs.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Build warm, caring relationships with students
- Provide tutoring to individuals and/or small groups
- Develop and implement family involvement activities
- Lead groups of students in after-school activities and alternative recesses
- Organize and implement the Lunch Buddies program working with community volunteers assigned to students
- Communicate well with others and support teamwork
- Understand the time constraints of a school system – be prompt and reliable
- Have fun

REQUIRED QUALIFICATIONS:

- Applicants should have some experience working with elementary age children.
- Applicants should be able to follow the policy of the school being a drug, alcohol and violence free zone.