

Welcome Room

Madison Elementary School
1225 Legion Way SE
Olympia, WA 98501
(360) 596-6313
www.osd.wednet.edu

Contact Person: Sarah Greenwell
Site Supervisor: Sarah Greenwell
sgreenwell@osd.wednet.edu

Vehicle Required: X yes no
Driver's License Required: X yes no
On bus route: X yes no
Minutes from downtown Olympia: 5
Auto Insurance Required: X yes no

TITLE: Student/Family/Community Support Specialist

HOURS OF SERVICE: 8:00 am to 4:30 pm, M – F with some evening hours

SITE DESCRIPTION: The Welcome Room located at Madison Elementary School in a southeast neighborhood of Olympia. Olympia is the capital city of Washington and is located at the southern tip of the Puget Sound. The Welcome Room supports families and students experiencing homelessness from every school in the district. 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 program and celebrate the partnerships we have with a variety of local programs and community agencies.

SERVICE DESCRIPTION: The AmeriCorps member will support the Homeless Liaison and the Olympia School District Welcome Room program. The member will also help students learn important social and academic skills necessary for a successful school career. The focus of the work will be to provide fun activities and community outreach throughout the year. By bridging community resources to school and home, the AmeriCorps member will make a significant contribution to the lives of our families.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- . Build warm, caring relationships with students and their families
- . Be committed to working with students and families experiencing homelessness
- . Provide fun activities to individuals and/or small groups before, during and afterschool
- . Coordinate parent/family involvement activities
- . Understand and refer to community resources
- . Build a community-school bridge to support students and families through new and ongoing community partnerships
- . Bring volunteers and other community agencies into the school
- . Communicate well with others and support teamwork
- . Understand the time constraints of a school system – be prompt and reliable
- . Sort and organize donations
- . Have fun

REQUIRED QUALIFICATIONS:

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