

AMERICORPS POSITION DESCRIPTION

ROOF Community Services
10140 Highway 12 SW
Rochester, WA 98579
(360) 273-6375
Website: www.roofcommunityservices.org
Contact Person and Site Supervisor:
Gabrielle Davis
(360) 273-6375
gdavis@roofcommunityservices.org

Vehicle Required: yes no
Driver's License Required: yes no
On bus route: yes no
Minutes from downtown 25
Olympia:
Auto Insurance Required: yes no

TITLE: Program Assistant

HOURS OF SERVICE: Daily 9:00 a.m. to 5:30 p.m. Occasional evening and weekend hours.

SITE DESCRIPTION: ROOF is a multi-service agency serving the rural community of Rochester. Programs at ROOF include the Kids' Place after-school and summer program; Food Bank; Family and Emergency Services and Community Projects. The member will also serve part-time at Grand Mound Elementary School. GMES serves 500 3rd-5th grade students and is located 4 miles from ROOF.

JOB DESCRIPTION: The AmeriCorps member will support students to grow academically by providing tutoring and enrichment activities to participants of Kids' Place, a community based after-school and summer program for low-income, academically at-risk K-5th graders. The member will also serve at Grand Mound Elementary School, working with students one-on-one and in classroom settings.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Assist in identifying the needs of the children to be served
- Develop or assist in developing and implementing after-school program activities (such as tutoring, homework help, or family-focused events) for children and their families
- Provide tutoring/mentoring support during the day one-on-one as identified by counselor/administrative referrals
- Work with local individuals, organizations, churches, schools and others to help families receive services
- Attend training sessions and staff meetings
- Assist in the evaluation of program outcomes including teacher conferences for children enrolled in the program

REQUIRED QUALIFICATIONS:

- Ability and interest in working with K-5th grade children with diverse backgrounds
- Strong communication and organizational skills
- Creativity in developing programs for children and youth
- Problem-solving ability
- Ability to work independently. Self starter.