

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.

JOB DESCRIPTION: The AmeriCorps member will support youth and families in the Rochester community 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; serving in Food Bank; providing resources and referrals to clients; and developing resources with community partners.

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
- Help provide Food Bank and other emergency services to families
- Assist with overall activities as needed to ensure adequate staffing
- 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
- Ability to work with people with diverse ethnic, cultural, and economic backgrounds
- Strong communication and organizational skills
- Creativity in developing programs for children and youth
- Problem-solving ability
- Ability to work independently. Self starter.