

AmeriCorps Member Position Description and Schedule

TOGETHER!

Evergreen Villages Neighborhood Center
505 Division St NW
Olympia, WA 98502
Website: www.ThurstonTOGETHER.org

Vehicle Required: preferred
Driver License Required: preferred
Bus Service: on bus route
Minutes from downtown Olympia: 10
Auto Insurance Required: required if used for business purposes

Contact Person: Jill Kawulok, Program Director
Phone: (360) 493-2230, ext. 18
Email: jkawulok@ThurstonTOGETHER.org

Site Supervisor: Brenda Jones, Program Manager
Phone: (360) 943-4680
Email: bjones4703@hotmail.com; bjones@thurstontgether.org

TITLE: PROGRAM ASSISTANT

HOURS OF SERVICE: 8:30 a.m. to 5:30 p.m. on Monday, Tuesday, Wednesday, Thursday; 1:30 to 5:30 p.m. on Friday (first and third Fridays with AmeriCorps team meeting days, 9:00 a.m. to 5:00 p.m.); and occasional evening/ weekend hours, plus any required AmeriCorps Trainings and Service Projects.

JOB DESCRIPTION: The Program Assistant will assist the Evergreen Villages Neighborhood Center Program Manager in providing programs, activities, and services for children, youth and families at Evergreen Villages Apartments, a HUD-supported affordable housing complex in Olympia and at Garfield Elementary School. Programs are designed to help children be academically and socially successful and to help strengthen families.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Assist in identifying needs of the children, youth and families to be served.
- Work cooperatively and communicate regularly with Program Manager, schools and program partners to meet the program goals.
- Spend between 12– 15 hours per week at Garfield Elementary School working one-on-one or with a small group of children in academic activities.
- Develop or assist in developing and implementing activities and services such as homework help, tutoring, crafts, recreational activities, special events and programs for children and their families.
- Work with local individuals, organizations, schools and others to help youth and families receive services; become familiar with community resources.
- Develop, coordinate and lead a youth leadership group; organize one service learning projects for youth and teens.
- Assist in the evaluation of program outcomes.
- Ensure sound health and safety measures are practiced in all activities.
- Assist in daily clean-up and maintenance of the center.

DESIRED QUALIFICATIONS

- Ability, interest and creativity in developing programs for children and youth.
- Ability to work well with ethnically, culturally and economically diverse populations.
- Good organization, problem-solving and written and oral communication skills.
- Dependable and Punctual. Ability to work independently. Self Starter.