

# AMERICORPS POSITION DESCRIPTION

**Madison Elementary School**  
**1225 Legion Way SE**  
**Olympia, WA 98501**  
**(360)596-6300**  
[www.osd.wednet.edu](http://www.osd.wednet.edu)

**Serves Vulnerable Population: Yes**  
**Criminal History Check Required: Yes**  
**Driver's License Required: No**  
**Vehicle Required: No**  
**Auto Insurance Required: No**

**Contact Person/Site Supervisor:**  
**Domenico Spatola-Knoll**  
[dsknoll@osd.wednet.edu](mailto:dsknoll@osd.wednet.edu)

**On bus route: Yes**  
**Minutes from downtown Olympia: 5**

**TITLE:** Student Support Specialist

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

**POSITION DESCRIPTION:** Madison's AmeriCorps member will academically support students by tutoring them in one-to-one and small group settings before, during and after school. The member will also help students interact more successfully by offering organized activities during alternative recesses and after-school programs, such as Homework and Enrichment Clubs.

**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. One of the smallest schools in our school district, we serve 270 students in Preschool through 5th grade. 41% of our students come from low income families.

## **MAJOR RESPONSIBILITIES AND RELATED TASKS:**

- Build warm, caring relationships with students
- Be committed to working with students and families
- Provide tutoring to individuals and/or small groups before, during and afterschool
- Assist with ongoing reading and/or math benchmark assessments
- Lead groups of students in after-school activities and alternative recesses
- Recruit and support volunteers
- Collect donations for school activities
- Communicate well with others and support teamwork
- Be creative and take initiative and have fun
- Understand the time constraints of a school system – be prompt and reliable
- Develop and implement family involvement activities with the other on-site AmeriCorps member

## **REQUIRED QUALIFICATIONS:**

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

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.