

## 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**

**Serves Vulnerable Population: Yes**  
**Background Check(s) Required: Yes**  
**Driver's License Required: Yes**  
**Vehicle Required: Yes**  
**Auto Insurance Required: Yes**  
**On bus route: No**  
**Minutes from downtown Olympia: 25**

**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-5<sup>th</sup> 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, small group activities and 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 individuals, organizations, churches, schools and others to help families receive services
- Attend training sessions and staff meetings
- Assist in the evaluation of program outcomes for children enrolled in the program

### **REQUIRED QUALIFICATIONS:**

- Ability and interest in working with K-5<sup>th</sup> 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.
- Ability to speak Spanish not required, but helpful.

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