

AMERICORPS POSITION DESCRIPTION

TOGETHER!

21st Century Learning Centers/Club House
418 Carpenter Rd SE, Suite 203
Lacey, WA 98503
(360) 493-2230 ext. 28

www.ThurstonTOGETHER.org

Contact Person/Site Supervisor:

Meagan darrow

mdarrow@thurstontgether.org

Serves Vulnerable Population: Yes
Criminal History Check Required: Yes
Driver's License Required: Prefer
Vehicle Required: Prefer
Auto Insurance Required: Yes

On bus route: Yes
Minutes from downtown Olympia: 12

TITLE: AmeriCorps Program Assistant

HOURS OF SERVICE: 8:30am to 5:30 p.m., Monday-Friday, some evening/weekend hours

POSITION DESCRIPTION: The AmeriCorps member will assist the Lydia Hawk Club House Site Coordinator in planning and implementing activities and services for children, youth and families at Lydia Hawk Elementary, an elementary school in the North Thurston Public Schools district. Programs will be designed to help children be academically and socially successful and to help strengthen families. Examples include behavior support at Lydia Hawk Elementary during the school day (focusing on in-school suspension); homework help/tutoring for English/language arts, math and science; recreation; enrichment activities; community gardening and nutrition programs; visual and performance art; cultural events; parent education and engagement activities; and community beautification. The majority of the AmeriCorps worker's assignments will be with students at Lydia Hawk Elementary (approximate 80%). The remaining 20% will involve project-based work with the Program Director, developing programs and communications that will engage parents and the community directly for the support of students.

SITE DESCRIPTION: The Lydia Hawk Elementary Club House after-school program is located at Lydia Hawk Elementary (LHE) School, a part of the North Thurston Public Schools. LHE is the district's official limited-English proficient school serving English language learners. ELL students in grades 1 – 5 are bussed to the school in order to receive additional language support. In the fall of 2014, 70 percent of the population was served by free- and reduced-price school lunch; 34% of the student body was Hispanic/Latino; 2.5% were Native American; 10% were Asian; 2% were Black; 4% were Native Hawaiian; 13% were two races or more; and 34% were White. Just over 26% were transitional bilingual, nearly 2% were migrant, and 16.5% were served by special education.

LHE's Club House program is operated by TOGETHER!, a community-based nonprofit who engages and mobilizes families, schools and the community to advance the health, safety and success of our youth. Just 1.5 miles away, LHE located at 7600 5th Ave SE, Lacey, is the closest school to the TOGETHER! main office.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Be a mentor for program participants.
- Assist in identifying needs of the children and families to be served. Work with individuals, organizations and others to help youth and families receive services; become familiar with community resources.
- Work cooperatively and communicate regularly with the program director, Lydia Hawk Elementary staff and program partners to meet the program goals.
- Develop or assist in developing and implementing activities and services such as homework help, crafts, recreational activities, and programs for children and their families. Coordinate and lead a weekly program that is educational and culturally appropriate.
- Assist in the distribution of food supplies to recipients of the weekend food backpacks, daily cleanup of the program and maintenance of the program equipment and materials, and evaluation of program outcomes.
- Recruit volunteers for homework help/tutoring, recreation and art/cultural activities.

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

- On occasion and only when needed, assist program staff with student programming at TOGETHER!'s other two Club House program sites (Meadows and Pleasant Glade elementaries)
- Assist in planning and execution of parent and community engagement activities.

REQUIRED QUALIFICATIONS:

- Ability, interest and creativity in developing programs for children and youth.
- An interest in and ability to work well with ethnically, culturally and economically diverse populations.
- Willingness and ability to be at Lydia Hawk Elementary four days a week.
- Self-starter mentality with ability to work independently.
- Able to follow agency and site rules including maintaining a work environment free from drugs and alcohol, and refraining from tobacco use when working with children and youth.