

**ROOF Community Services**  
10140 HWY 12 SW  
P.O. Box 312  
Rochester, WA 98579  
360-273-6375  
www.roofcommunityservices.org  
Contact Person and site supervisor:  
Kellie McNelly  
360-273-6375  
kmcnelly@roofcommunityservices.org

Vehicle Required:  yes  no  
Driver's License Required:  yes  no  
On bus route:  yes  no  
Minutes from downtown Olympia: 25  
Auto Insurance Required:  yes  no

**TITLE:** Program Assistant

**HOURS OF SERVICE:** Daily 9:00-5:30, Wednesday 11:00-5:00. Occasional evening and weekend hours.

**SERVICE DESCRIPTION:**

The AmeriCorps member will work with the Program Director to provide programs, activities, and services for children, youth and families at ROOF in Rochester. Programs will be designed to help children be academically and socially successful and to help strengthen families. Kids' Place activities include tutoring, arts and crafts, enrichment activities, family events and Boys Club. The ACM will assist clients through resources and referrals, food security, community projects and volunteer recruitment.

**SITE DESCRIPTION:**

ROOF is a multi-service center located in the Rochester Community Center. Programs include the Kids' Place After-school and Summer program, Food Bank, Family Services, Emergency Services and Community Projects.

**MAJOR RESPONSIBILITIES AND RELATED TASKS:**

- Assist in identifying needs of the children and youth to be served.
- Develop or assist in developing and implementing activities and services (such as homework help, tutoring, cultural programs, crafts, recreational activities, family-focused events, etc.) 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.
- Attend training sessions and staff meetings.
- Work with local individuals, organizations, churches, schools and others to help families receive services.
- Assist in the evaluation of program outcomes including teacher conferences for those children enrolled in the program.
- Assist in the daily maintenance of the Center.

**REQUIRED QUALIFICATIONS:**

- Ability and interest in working with children.
- Ability to work with people with diverse backgrounds, especially ethnically, culturally, and economically diverse.
- Strong communication and organizational skills.
- Creativity in developing programs for children and youth.
- Problem-solving ability.
- Ability to work independently. Self-starter.