



**AmeriCorps**  
Washington

## AmeriCorps Position Description

<b>AmeriCorps of Chelan-Douglas Community Action Council</b> 620 Lewis St. Wenatchee, WA 98801	<b>Site:</b> Chelan-Douglas Community Action Council 620 Lewis Street Wenatchee, WA 98801
Kristi Hills – Director of AmeriCorps & AmeriCorps Seniors <a href="mailto:kristih@cdcac.org">kristih@cdcac.org</a> (509) 662-6156 ext. 246	Liz Drath- Site Supervisor <a href="mailto:lizd@cdcac.org">lizd@cdcac.org</a> (509) 662-6156 ext. 248
Liz Drath- AmeriCorps Program Coordinator <a href="mailto:lizd@cdcac.org">lizd@cdcac.org</a> (509) 662-6156 ext. 248	<b>Position:</b> AmeriCorps Team Leader
cdcac.org	

Position serves vulnerable populations?  Yes  No

**Position Title:** AmeriCorps Team Leader

**Hour Commitment:** Full-time member, 1700 hours

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>Start Time</b>		<i>8:30 am</i>	<i>8:30 am</i>	<i>8:30 am</i>	<i>8:30 am</i>	<i>varies</i>	<i>10:00 am</i>
<b>Lunch (30 minutes)</b>		<i>1:00 pm</i>	<i>1:00 pm</i>	<i>1:00 pm</i>	<i>1:00 pm</i>		
<b>Exit Time</b>		<i>5:30 pm</i>	<i>5:30 pm</i>	<i>5:30 pm</i>	<i>5:30 pm</i>	<i>varies</i>	<i>3:00 pm</i>

*Saturday service 1-2 times per month*

*Friday service varies depending on team meetings and team building activities*

*Weekday schedule will flex as needed to accommodate Fri and Sat service needs.*

### Program Description:

The mission of Chelan-Douglas Community Action Council is to connect low- to moderate- income residents to resources, which create opportunities to reach and maintain self-sufficiency. Our purpose is to facilitate federal, state, and local resources and engage local communities and businesses in meeting the needs and interests of the economically disadvantaged.

**Position Description:**

The AmeriCorps member serving at Chelan-Douglas Community Action Council (CDCAC) as a Team Leader will support current AmeriCorps members in a variety of ways to ensure an exceptional AmeriCorps experience.

**Populations the member will directly serve**

Counties including: Chelan, Douglas, Okanogan, Grant

**Responsibilities and Related Tasks:**

- Support members to help them with timely data reporting and timesheet submission
- Assist in the creation of member professional development plans
- Research options for guest presenters/trainers, tours, job shadow opportunities, etc.
- Collaborate with staff to plan and coordinate team meetings and team building activities
- Collaborate with staff to plan and coordinate college and employer tours and meet-and-greets
- Collaborate with staff to establish calendars (team meetings, team building activities, tours)
- Make available/distribute calendars
- Make available/distribute approved volunteer opportunities
- Help prepare and develop content for meetings, stories of impact, etc.
- Create & generate social media posts to highlight AmeriCorps members' service & service sites
- Follow-up with current and former members to understand the impact AmeriCorps service
- Participate in outreach to share the impact of AmeriCorps
- Create & provide AmeriCorps Member & Host Site newsletters
- Create & provide resource guides (include housing, medical, etc.)
- Solicit donations and/or participate in fundraising activities for AmeriCorps member recognition
- Establish sustainability project guidelines and assist members with their sustainability projects
- Routinely refer to Member Service Agreement requirements
- Ability to serve at project site location and time specified in this position description

**Required Qualifications:**

- Successful completion of an AmeriCorps term
- Clerical office skills
- High School Diploma
- True passion for National Service and helping others
- Positive communication skills

**Desired Qualifications:**

- Successful completion of 2+ AmeriCorps terms
- Successful completion of other national service (Peace Corps, US military)
- Proficient in Google products
- Proficient in Microsoft Office products
- Driver's License
- Auto insurance

*All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement*

- Bilingual in English/Spanish
- Post-secondary education

**Training Requirements (provided by program):**

- Criminal background check and fingerprints
- CPR and First Aid

I have reviewed the above Position Description Form. I accept the Essential Member Functions and Responsibilities. I understand that all responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

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**Member**

Date

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**Program Director**

Date