



**AmeriCorps**  
Washington

## AmeriCorps Position Description

AmeriCorps Member Name:

**AmeriCorps of Chelan-Douglas  
Community Action Council**  
620 Lewis St.  
Wenatchee, WA 98801

**Kristi Hills – Program Director**  
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**Liz Drath- Program Coordinator**  
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SkillSource  
240 N. Mission Avenue  
Wenatchee, WA 98801

**Toby Haberlock – Career and Training Specialist**  
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**Heidi Lamers –Career & Training Manager**  
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**Position Title:** AmeriCorps Workforce Collaboration Coordinator

**Hours to be Completed:** Minimum of 1700 hours

**Duration of Commitment:** 9/3/2024 to 7/15/2025

*Flexible schedule with some evenings and weekends required (1-2 Saturdays per month)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Beginning Time</b>		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
<b>Ending Time</b>		5:00 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm	

**Organization/Program Description:**

SkillSource is a nonprofit agency that provides leadership, administration and oversight for programs devoted to the development of a skilled workforce in the North Central Workforce Development Area. We provide direct services in Chelan, Douglas, Grant, and Adams counties, and contract services in Okanogan County. These efforts are overseen by the SkillSource Regional Workforce Board, which is made up of local community and business leaders.

SkillSource helps people get established in the workforce, retrain for a new career or upskill for a promotion. We partner with schools and companies to make sure education and training delivers the skills employers want. SkillSource graduates go on to earn high school diplomas or equivalency, hone computer skills, graduate from vocational/technical school, or gain experience and skills training on-the-job.

We support business by connecting them to well-trained candidates, offering personnel services and providing training for current employees to help build a more competitive workforce.

WorkSource is Washington's brand for the American Job Center network. North Central's WorkSource Partners:

- SkillSource
- Employment Security Department
- Division of Vocational Rehabilitation
- Wenatchee Valley College
- Big Bend Community College
- Department of Social and Health Services – Community Service Department
- OIC of Washington
- Columbia Basin Job Corps
  - AARP Foundation
- Chelan Douglas Community Action Council
- Department of Services for The Blind

SkillSource is the direct provider of career services for adults, dislocated workers, and youth under Title I-B of the Workforce Innovation and Opportunity Act in Adams, Chelan, Douglas, and Grant Counties. In Okanogan County, Employment Security Department provides these services under agreement with SkillSource.

SkillSource and Employment Security Department partner with local agencies to provide workforce services as an integrated team, with an understanding that each agency has a different services to offer, multiple resources, and is in different locations (Wenatchee & East Wenatchee). The agencies work together to implement Workforce Collaboration strategies which include an annual conference, quarterly van tours to community agencies and employers, and website resources that help train and inform staff. We strive for continuous improvement which provides improved customer access, ensuring customers get the information they need, when they need it, in a way they can receive it.

The AmeriCorps Workforce Collaboration Coordinator will lead SkillSource and the Employment Security Department in North Central Washington in its efforts to create seamless service delivery across all agencies, partners, and organizations in the region. This will benefit customers pursuing self-sufficiency through supporting services, training, and employment. The position will work part-time in the Wenatchee SkillSource and Wenatchee WorkSource offices.

SkillSource Mission Statement: SkillSource builds workforce skills with business and one-stop partners to increase economic prosperity throughout North Central Washington and the Columbia Basin.

**Position Description:**

SkillSource has a long-standing relationship with AmeriCorps. This role continues that bond and provides an opportunity to serve our local community at SkillSource and WorkSource Wenatchee! As a member of two teams, you'll work directly with both in leading the charge in workforce development across North Central Washington. With direct services in our local region, including Chelan and Douglas counties, and partnerships extending to Grant, Adams, and Okanogan counties, SkillSource offers a diverse and impactful experience.

You'll help individuals achieve their educational/training plans and career goals, from earning high school diplomas to mastering job-readiness skills. Plus, you'll collaborate with local businesses to build a stronger, more competitive workforce. Make a real difference in your community while gaining invaluable skills and experience—join us at SkillSource and WorkSource Wenatchee and transform lives, including your own!

**Position serve vulnerable populations?**       **Yes**       **No**

**Position participate in capacity building?**       **Yes**       **No**

**Populations the member will directly serve:**

- The AmeriCorps member will serve an adult population with an emphasis on enhancing the lives of adults in both the SkillSource and WorkSource environments. This will be done through targeted support, education, and skill development. Their service focuses on empowering individuals to achieve their personal and professional goals, fostering self-sufficiency, and contributing to the overall well-being of the community.
- In addition to employment and educational initiatives, the AmeriCorps member will directly collaborate with essential community resources and agencies to connect SkillSource and WorkSource adult participants with essential community resources. This includes access to healthcare, financial assistance, and social services that can help alleviate barriers to their success. By acting as a liaison between individuals and these resources, they strive to ensure that everyone has the support they need to thrive.

**Responsibilities and Related Tasks:**

- Annual Conference:
  - Schedule and plan the summit
  - Coordinate with partners and book venues
  - Recruit sponsors and develop an agenda
  - Ensure participants are prepared and solicit feedback
- Agency Van Tours:
  - Arrange logistics
  - Recruit participants
  - Maintain and recruit tour locations
  - Schedule tours and track participation

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

- Create a planning manual and maintain a visual tour history
- Resource Website:
  - Communicate the mission and benefits of inter-agency coordination
  - Recruit new partners
  - Update the Partner Services Directory
  - Maintain accurate partner information
  - Train staff on directory use
- Other Duties:
  - Provide customer support at SkillSource and WorkSource that enhance partner services

**Required Qualifications:**

- Passion for seeing individuals reach self-sufficiency
- Customer-focused and driven to support partnerships
- Possess excellent oral and written communication & organizational skills
- Be detail-oriented and self-directed
- Ability to conduct outreach in the community, including at agencies and with stakeholders
- High school diploma or equivalent
- Minimum of one year of college/post-secondary education or equivalent work experience
- Previous experience working with the following: websites, Word, Excel, and other computer programs
- Previous experience working with people in pursuit of situational improvement

**Desired Qualifications:**

- Bilingual in Spanish
- Previous event planning experience
- Strong confidence in communication and leadership skills

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

- Comprehensive orientation at both SkillSource and WorkSource Wenatchee to include:
  - Welcome and Introduction
  - Program Overview
  - Roles and Responsibilities
  - Training and Professional Development
  - Community Engagement
  - Resources and Support
  - Ongoing Support & Feedback
  - Organizational Culture and Policies
  - Evaluation and Reflection

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- Integration into Team and Community
- Leadership Development Workshop- Training focuses on enhancing leadership skills through interactive sessions on effective communication, decision-making, and team-building. Volunteers will learn strategies to inspire and motivate teams, fostering a collaborative and inclusive work environment. (December 2024 - Nash Consulting)
- Labor Market Analysis & Trends- Training focuses on understanding local labor market dynamics, including analyzing employment data, identifying emerging industries, and assessing skill gaps. Volunteers will learn to utilize information to provide informed career guidance and support workforce development strategies (October 2024-ESD and SkillSource Labor Market staff)

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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Program Director

Date

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AmeriCorps Member

Date

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