



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
kristih@cdcac.org
(509) 662-6156 ext. 246

Liz Drath- Program Coordinator
lizd@cdcac.org
(509) 662-6156 ext. 248

Community for the Advancement of Family
Education
766 S. Mission Street
Wenatchee, WA 98801

Ana Sanchez – Executive Director’s Assistant
ana.sanchez@wenatchee cafe.org
(509) 683-7211

Yametzin Chacon – HR and Operations Manager
yametzin.chacon@wenatchee cafe.org
(509) 255-8590

Position Title: AmeriCorps Volunteer Assistant

Hours to be Completed: Minimum of 900 hours in 7.5 months

Duration of Commitment: 9/3/2024 to 4/30/2025

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
Ending Time		5:00PM	5:00PM	5:00PM	5:00PM	5:00PM	

Organization/Program Description:

CAFÉ (Community Advancement through Family and Education) is a dedicated non-profit organization committed to fostering family and community growth through comprehensive educational initiatives. Our mission is to serve our culturally diverse community by providing essential opportunities in leadership development, civic and social engagement, literacy enhancement, and academic advancement.

At CAFÉ, we recognize the importance of unity and collaboration. By forming solid alliances with regional partners, we strive to build a cohesive community that empowers its members. Our programs are designed to address the unique needs of our community, promoting inclusivity and enabling individuals to reach their full potential.

Through our efforts, CAFÉ aims to create a supportive environment where everyone has the chance to thrive, contribute, and succeed. Our focus on education as a cornerstone of personal and communal development underscores our commitment to making a lasting, positive impact on the lives we touch.

Position Description:

Join CAFÉ and be a catalyst for change! Empower families through education, foster lifelong learning, and build stronger communities.

At CAFÉ we are proud of our volunteers and the work they do at our office, during our events, and when they are representing CAFÉ in the community. As a Volunteer Assistant, you will play a crucial role in helping us achieve our mission of supporting low-income families, immigrants, and individuals through educational and community initiatives.

CAFÉ offers many programs that you and volunteers will be able to support. Programs such as CAFÉ University (tutoring, summer program for youth, ESL and Digital Literacy), Environmental Justice (join the EJ team and learn about wildfire preparedness), Small Business (help local organizations thrive in today's economy - website and social media development, loan opportunities, and much more), YES (Youth Empowerment and Support - support our youth by engaging in activities in our community and recruiting youth who are looking for some meaningful to do in our community), Community Equity (be a point of contact for people needing crucial services to alleviate immediate challenges, ie. medical insurance, emergency food and housing, etc.).

Together, let's create a brighter future for all.

Position serve vulnerable populations? Yes No

Position participate in capacity building? Yes No

Populations the member will directly serve:

- Youth and adult volunteers
- Youth and adults enrolled in CAFÉ programs
- Low-income families
- Immigrants
- Racial and ethnic minorities
- LGBTQIA+ community
- Rural communities
- Migrant workers
- Vulnerable populations

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

Responsibilities and Related Tasks:

- Provide support to the Volunteer Coordinator for the following duties:
 - Volunteer recruitment- ie. Job descriptions, creating flyers, and attending events
 - Volunteer training- ie. Running orientations, giving CAFÉ tours and on job-specific duties, providing them with policies and procedures and other job-related resources
 - Volunteer support- schedule volunteers, volunteer support at CAFÉ events, answering questions, arranging team meetings, and dispute resolution
 - Volunteer reporting- create, record and monitor volunteer time, sending approval and verification letters for approval signatures and collecting data and reporting volunteer hours
 - Data collection- review event and program data and report to Outreach Coordinator
 - Event support-volunteer scheduling, event planning support, and attending tabling events
 - Program support- serve alongside CAFÉ staff and provide support to achieve goals and support with tasks

Required Qualifications:

- Bilingual in English/Spanish Languages
- Demonstrate and maintain a high degree of professionalism and ethics
- Take action to support the affiliate's commitment to equity, diversity, and inclusion

Desired Qualifications:

- Value continues learning and seeks ongoing training and development

Training Requirements (provided by the program):

- Volunteer training to learn about the volunteer onboarding process, event support, and program development (Within two weeks of the position beginning)
- Outreach training- Learn about how CAFÉ does outreach and how it impacts our community (Within one month of position beginning)
- Continuous training to include typing (15 minutes per day) and learning a language (15 minutes)
- Professional and leadership development training held each Thursday- You will have the opportunity to utilize your skills and further develop skills to best support and engage with your community

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

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.

Program Director

Date

AmeriCorps Member

Date

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