



## AmeriCorps Position Description

AmeriCorps Member Name:

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

**Liz Drath- Director of AmeriCorps & AmeriCorps  
Seniors**  
[lizd@cdcac.org](mailto:lizd@cdcac.org)  
(509) 662-6156 ext. 248

Brewster Elementary School  
502 S. 7th Street  
Brewster, WA 98812

**Tram Hiltz –Elementary Principal**  
[thiltz@brewsterbears.org](mailto:thiltz@brewsterbears.org)  
(509) 689-2581 EXT. 2319  
**Bonny Theis –Title**  
[btheis@brewsterbears.org](mailto:btheis@brewsterbears.org)  
(509) 689-3418 EXT 2319

**Position Title: AmeriCorps Student Support Coordinator**

**Hours to be Completed:** 300 hours

**Duration of Commitment:** 4/1/2025 to 6/7/2025

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	
Ending Time		3:30 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	

**Organization/Program Description:**

We are Brewster elementary school located in a small rural agricultural area. We strive to provide equitable opportunities for all our students to learn with high expectations. We believe in serving our students as the whole-child- socially, emotionally, physically and academically. Building connections with each child is very important. We value collegiality, being open-minded and collaborative with our colleagues and community.

**Mission statement:** We hold one another, staff and students alike, to high expectations. Together we create a safe, positive, and caring learning environment, which produces lifelong learners. We all matter!

**Position Description:**

As an AmeriCorps member serving at Brewster Elementary school as our team is unique as our staff and students work together with clear expectations. If things do not turn out, we have an open mind set and solve things positively. The morale here is great because together we foster a positive and inclusive climate and culture where there is a mutual understanding that we all fill in for one another and support wherever possible. Everyone has the best attitude and it feels like family here. You will feel supported and welcomed!

As AmeriCorps Student Support Coordinator, you will help shape and inform your decisions about whether education is the field for you as you will have a wide variety of experiences within the building tending to student social and emotional needs. You will be teaching by using a variety of instructional strategies and learn the day-to-day operations of the school. A letter of recommendation can be offered upon successful completion of AmeriCorps service.

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

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

**Populations the member will directly serve:**

**Responsibilities and Related Tasks:**

- Provide support to students in small groups with reading and math interventions
- Administering assessment
- Capacity building tasks to include:
  - Volunteer follow-up
  - Increase reach and/or access to services and programs
  - Support current services/programs
  - Develop collaborative community partnerships

**Required Qualifications:**

- High School Diploma or GED

**Desired Qualifications:**

- Credentials from community college or Bachelor's Degree
- Experience working with elementary aged children

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

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

- Supporting students with curriculum resources (April 2025)
- Executive functioning behavior training (February 2025)

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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