



AmeriCorps Position Description

Chelan-Douglas Community Action Council
AmeriCorps Program
1700 N. Wenatchee Avenue
Wenatchee, WA 98801

Bridgeport Elementary School
1400 Tacoma Avenue
Bridgeport, WA 98813

Liz Drath-Director of AmeriCorps
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Position Title: AmeriCorps Student Support Specialist

Days/Hours of Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	
Ending Time		4:15 pm	4:15 pm	4:15 pm	4:45 pm	2:45 pm	
Length of lunch break (30 or 60 minutes)		30 min	30 mins	30 min	30 min	30 min	

Organization/Program Description:

The AmeriCorps Student Support Specialist will provide targeted support to elementary-aged students to enhance their learning and well-being. The member will support students in small groups in the classroom and playground.

Bridgeport School District Mission Statement: To place students at the heart of everything we do, always and in all ways. We are dedicated to fostering a supportive, inclusive environment that nurtures academic excellence, personal growth, and community collaboration

Service Location Description:

The AmeriCorps Student Support Specialist will serve indoors in a classroom environment at the elementary school. There will also be opportunities to participate in activities in an outdoor playground setting.

Position Description:

The AmeriCorps Student Support Specialist will support elementary-aged students to enhance their learning in the classroom, small groups, and playgrounds.

**Responsibilities and Related Tasks:**

- Academic Support: Under the support of certified teachers, help assist with reading and/or math instruction for students in K-5 by leading small-group practice, support literacy interventions, and reinforcing classroom learning strategies
- Social-Emotional Learning: Promote positive peer interactions and social-emotional skill development by engaging with students during recess, modeling conflict resolution strategies, and support inclusive play
- Enrichment & Engagement: Support school wide initiatives and family engagement activities designed to strengthen student connections to school and community
- Program Support: Track and report to staff on student participation in tutoring, recess and SEL (Social Emotional Learning) activities to contribute to program improvement

Required Qualifications:

- High School Diploma or equivalent
- Ability to pass a background check
- Professionalism
- Ability to model positive behavior through verbal and non-verbal communication
- Good interpersonal skills
- Effective oral and written communication
- Ability to adapt to change quickly and shift priorities as needed
- Regular and reliable attendance
- Ability to collaborate with staff to tailor activities to have the maximum educational effect for students
- Ability to follow verbal and written instructions
- Commitment to supporting students' academic growth and social-emotional development
- Punctual

Desired Qualifications:

- Strong interest in supporting elementary-aged children in an educational setting
- Experience in tutoring, mentoring, or leading youth activities (preferred but not required)



I have reviewed the AmeriCorps Position Description above. I accept the Essential Member Functions and Responsibilities. I understand that all responsibilities are essential position functions and are 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 should not be construed as an exhaustive statement of duties, responsibilities, or requirements.

Reference the Member Service Agreement (MSA) for a comprehensive listing, including prohibited activities.

AmeriCorps Member Signature

Date

Primary Site Supervisor Signature

Date

AmeriCorps Director Signature

Date

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