



AmeriCorps Position Description

Skill Source Learning Center

Physical address:
233 North Chelan Avenue
Wenatchee, WA 98801

Dana Osterlund- Primary Site Supervisor
(509) 679-0379/ danao@skillsource.org

Mike Dacey-Secondary Site Supervisor
(509) 293-7042/miked@skillsource.org

Position Title: AmeriCorps Youth Engagement & Career Readiness Specialist

Days/Hours of Service:

	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		4:30 pm	4:30 pm	4:30 pm	4:30 pm	4:30 pm	
Length of lunch break (30 or 60 minutes)		30 minutes	30 minutes	30 minutes	30 Minutes	30 minutes	

Program/Site 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.

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

The AmeriCorps Youth Engagement & Career Readiness Specialist will help youth strengthen academic achievement, workforce readiness, leadership abilities, digital literacy, and self-confidence while increasing awareness of career and educational opportunities. The AmeriCorps member's service will expand SkillSource's ability to engage and support at-risk youth, helping them successfully transition into education, training, and employment while contributing to a stronger workforce and more prosperous community.

Service Location Description:

Indoors in shared office space and computer lab, and outdoors in Chelan, Douglas, Grant, and Adams Counties

Responsibilities and Related Tasks:

- Providing mentoring, encouragement, and individualized support to youth participants
- Assist students with academic skills development, including reading, writing, math, science, and digital literacy
- Support GED preparation, credit retrieval, and educational attainment activities
- Help guide students through project-based learning experiences that build workforce readiness, leadership, teamwork, and critical thinking skills
- Assist youth with career exploration, resume development, interviewing skills, workplace expectations, and post-secondary planning
- Facilitating hands-on learning activities involving technology, robotics, drones, podcasting, digital media, and other career exploration tools
- Support youth in the SkillSource Resource Computer lab by helping them strengthen academic, digital literacy, critical thinking, and self-management skills
- Coordinating guest speakers, career presenters, and community role models who expose students to educational and career opportunities
- Assist with community service projects, leadership activities, and service-learning opportunities that promote civic engagement and personal growth
- Partner with SkillSource Learning Center instructors and staff to maintain a safe, welcoming, and productive learning environment

Required Qualifications:

- Must possess a High School Diploma or equivalent
- Must meet all AmeriCorps eligibility requirements, including the ability to pass required background checks
- Ability to establish positive relationships with youth ages 16-21 while maintaining appropriate professional boundaries
- Experience providing academic support, tutoring, mentoring, coaching, or educational assistance to youth in individual or small-group settings
- Strong communication and interpersonal skills
- Ability to work effectively with youth from diverse backgrounds and with varying educational, social, and economic barriers
- Patient, dependable, adaptable, and committed to supporting youth success
- Ability to manage multiple responsibilities
- Ability to work independently and identify productive tasks with minimal supervision
- Basic computer proficiency, including the ability to utilize educational software, online learning platforms, and Microsoft Office applications

Desired Qualifications:

- Experience working with opportunity youth, at-risk youth, or young adults ages 16-21
- Experience in youth development, mentoring, education, workforce development, after-school programs, or community-based services
- Knowledge of project-based learning and experiential learning strategies
- Experience facilitating group activities, workshops, leadership development sessions, or team building exercises
- Familiarity with career exploration, resume development, interview preparation, and workforce readiness instruction
- Experience coordinating community service projects, guest speakers, volunteer activities, or youth engagement events
- Knowledge of educational technology, digital literacy instruction, or online learning tools
- Experience with robotics, coding, drones, podcasting, digital storytelling, digital media production, or other STEM-related activities
- Experience supporting students pursuing a GED, high school diploma completion, or credit retrieval
- Strong organizational skills and the ability to manage projects, schedules, and multiple priorities
- Bilingual in Spanish and English languages, preferred but not required
- Interest in helping youth develop leadership skills, self-confidence, civic engagement, and career pathways



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