



AmeriCorps Position Description

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

Liz Drath- Director of AmeriCorps
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Bridgeport Elementary School
1400 Tacoma Avenue
Bridgeport, WA 98813

Hanna Coffman- Primary Site Supervisor
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Susan Schuh- Secondary Site Supervisor
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Position Title: AmeriCorps Student Support Specialist

Days/Hours of Service: M-F, 7:00 am- 3:30 pm

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		7:00 am	7:00 am	7:00 am	7:00 am	7:00 am	
Ending Time		3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm	
Length of lunch break (30 or 60 minutes)		30	30	30	30	30	

Program/Site Description:

Bridgeport School District is a small rural public school district located in North Central Washington serving approximately 740 students in grades TK-12. The district serves a diverse student population, including a large percentage of multilingual learners and students from low-income households. Bridgeport School District is committed to providing equitable educational opportunities and fostering strong partnerships among students, families, staff, and the community.

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 provide supplemental support to students and school programs under the supervision of certified staff. The Student Support Specialist will focus on increasing student engagement, expanding opportunities, and building organizational capacity.

**Responsibilities and Related Tasks:**

- Supporting students in small-group literacy and math activities
- Assist with school-wide attendance, engagement, and mentoring initiatives
- Promoting positive peer interactions and social-emotional skill development during recess and school activities
- Supporting family engagement events and community outreach activities
- Assist with enrichment opportunities that strengthen students' connection to school and the community
- Tracking participation data and helping staff to evaluate program effectiveness
- Coordinate volunteers and community partnerships that expand opportunities for students

Required Qualifications:

- High school diploma or equivalent
- Pass required background checks
- Strong interpersonal and communication skills
- Ability to model positive behavior and maintain professional boundaries with students
- Ability to work collaboratively with Bridgeport School District staff and community partners
- Reliable attendance, punctuality, and dependability
- Ability to follow written and verbal directions
- Ability to maintain confidentiality and professionalism
- Commitment to support students' academic success, social-emotional growth, and positive school engagement
- Ability to adapt to changing priorities and serve effectively in a school environment

Desired Qualifications:

- Interest in education, youth development, and/or community service
- Experience working with children or adolescents in education, recreational, or community settings
- Experience tutoring, mentoring, coaching, or leading youth activities, preferred
- Ability to build positive relationships with students, families and Bridgeport School District staff
- Cultural responsiveness and an interest in serving with diverse student populations
- Basic technology skills for data collection and communication
- Bilingual English/Spanish languages, preferred but not required
- Interest in pursuing a career in education, social services, counseling, or a related field



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