



## AmeriCorps Position Description

<p><b>AmeriCorps of Chelan-Douglas Community Action Council</b></p> <p>620 Lewis St. Wenatchee, WA 98801 Kristi Hills – Program Director Liz Drath – Program Coordinator lizd@cdcac.org (509) 662-6156 ext. 248 <a href="https://cdcac.org/ameriCorps/">https://cdcac.org/ameriCorps/</a></p>	<p><b>Host Site Information SkillSource Wenatchee</b></p> <p>240 North Mission Wenatchee, WA 98801 (509) 663-3091</p> <p>Classroom Education</p>
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**Position serves vulnerable populations?**     **Yes**    **No**

**Position Title:** Environmental and Education Specialist

**Hour Commitment:** Full-time (1700 service hours in 10.5 months)

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

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>Start Time</b>		9:00 AM	9:00 AM	9:00 AM	9:00 AM		
<b>Break (1 hour)</b>		12:00 PM-1:00 PM	12:00 PM-1:00 PM	12:00 PM-1:00 PM	12:00 PM-1:00 PM		
<b>Exit Time</b>		5:30 PM	5:30 PM	5:30 PM	5:30 PM		

**Program Description:**

SkillSource builds workforce skills with business and one-stop partners to increase economic prosperity throughout North Central Washington and the Columbia Basin.

**Position Description:**

Guide at-risk youth to succeed in school. Assist students to reach their educational and career goals through individual and small group instruction in science and math, which will lead to increased secondary credentials and future earnings. Additionally, students will pledge to better protect the environment to positively impact our community.

The member will serve with AmeriCorps of Chelan-Douglas Community Action Council whose mission is to provide a regional network of support throughout North Central Washington by directly serving the community, addressing community needs, and promoting personal and professional development of members.

It is very important to our program that those we serve through our program are impacted by our efforts. It is also important to our program that our members have a chance to grow professionally and personally. We do this by giving our members the power of choice and decision within our organization. We believe in making sure our members feel invested in their year of service and the organization they serve in.

Environmental Education - AmeriCorps members and the volunteers they recruit will provide environmental education and training to increase participants' knowledge of environmentally conscious practices, to improve citizen's ability to make environmentally sound choices in their daily lives, and to obtain a commitment from participants to carry out actions to improve and protect the environment. Environmental education will be provided both for adults and for school age children, primarily offsite at partner locations.

In an addition to Environmental Education, this member will assist in the classroom, as needed by instructor.

**Responsibilities and Related Tasks:**

- *Routinely refer to Member Service Agreement requirements*
- *Ability to serve at project site location and time specified in this position description.*
- Developing lesson plans and curriculum to deliver to students under the guidance of a teacher
- Assisting students with coursework
- Instructing students in basic and vocational skills
- Guide and counsel students
- Developing and participating in Eco stewardship and community projects
- Complete and submit all necessary AmeriCorps paperwork and reports in a timely manner
- Attend and complete all AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days
- Wear AmeriCorps appropriate identifiers while performing service
- Computer literate
- Ability to tutor and mentor youth

**Required Qualifications:**

- Ability to serve effectively with high school students
- Ability to serve with students who might be disenfranchised from the education system
- Ability to serve in a flexible environment, shifting service priorities as needs shift
- Desire to serve with academically struggling students
- Passion to make a difference in a student's life

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

- Two years of college or equivalent experience
- Regular and reliable attendance
- Strong relationship-building skills
- Able to adapt to change quickly, innovate, and multi-task
- Able to work as a team and share office space
- Able to regain focus after interruptions
- Bi-lingual member a positive

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

- Criminal Background check & fingerprints (results satisfactory)
- Odysseyware Learning Management System
- 4H Leadership and Safety

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.**

\_\_\_\_\_  
Member Date

\_\_\_\_\_  
Program Director Date