

WACC AmeriCorps VISTA Position Description

Host Site Name: Western Washington University
Department: Woodring College of Education
Position Title: Cordata Elementary School Enrichment Coordinator

Project Title: Elementary After School Enrichment Programs (Collective Impact Partnership)
Project Supervisor: Kate Foster, LinCS Education Specialist, WCE

Position Summary:

The VISTA member will institutionalize the Collective Impact Partnership with the goal of sustaining our commitment to providing essential academic, social-emotional and nutritional services to some of the most economically disadvantaged K-12 youth in our community. The Collective Impact is a partnership between Western Washington University's Woodring College of Education, Bellingham Public Schools and Sterling Meadows. This position will serve at Cordata Elementary School. The primary functions of this position will be to work within school settings to support academic development for K-5th grade students by (1) working with site teams to identify students to be served; (2) developing or supporting existing programs, (3) tracking student progress; and (3) training, supervising and supporting college students from the WWU campus to act as mentors for economically disadvantaged K-5 youth.

Major responsibilities and activities:

- Data collection and dissemination to promote program and access additional funding sources;
- Creating promotional materials
- Program development and implementation
- Outreach activities to families to sustain student, teacher and family participation
- Support academic and socio-emotional development of students in the school
- Serve as the primary contact for staff and teachers at partner schools, and will be responsible for helping them develop and implement extended education and family engagement programs.
- Recruit volunteers, including youth volunteers for quarterly National Days of Service, to Tutor and mentor youth in K-5 after school enrichment programs

Term of service: 365 days, averaging 40 hrs /week

Location: Bellingham, WA

Qualifications:

- Associate or Bachelor's Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management
- Ability to organize, prioritize and perform multiple work assignments
- Youth engagement skills
- Experience working with youth in academic or youth development programs
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check

AmeriCorps VISTA benefits:

- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service \$5,815 Education Award or \$1,500 end-of-term cash award
- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to pre-service orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Site specific benefits:

WTA bus pass (paid by VISTA member), WWU library and technology access. Eligible for reduced rate/hours for Wade Recreation Center (currently \$30 per quarter, paid by VISTA member, subject to change). Many onsite trainings available for professional development, at no cost to member.

Equal Opportunity and Non-discrimination

Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status in its programs or activities, including employment, admissions, and educational programs. See Western's [Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](http://www.wwu.edu/policies/policy1000.shtml) (POL-U1600.02): <http://www.wwu.edu/policies/policy1000.shtml>

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.