**Position Title:** Americorps Volunteer

**School Year:** 2023-2024

**Location:** Washington, DC

**Organization Name:** Washington School for Girls

**Department Description:** An Americorps Volunteer at The Washington School for Girls works as a member of a team of educators to carry out the mission of the Washington School for Girls. The Volunteer will be responsible for supporting teachers in the classroom and the school as a whole. S/he will support teachers and the school body both during the regular school day and during all afterschool programming.

**Brief Description of Classification:** This is an 11 Month Position

Compensation: Americorps benefits include: Living allowance, health insurance, student loan forbearance and possible education award, all directly through the Americorps program

**Detailed Description of Duties and Responsibilities:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assist teachers with collecting, organizing and grading student work and other classroom duties
- Assist with snack preparation and distribution
- Work closely as a team member and collaborate with other teachers to meet students’ learning needs;
- Work with small groups and/or one-to-one in support of student learning needs across subject areas
- Provide academic support during study hall/homework help
- Fulfill all record keeping and other administrative duties in a timely manner including but not limited to (NSLP lunch checklist, and use of Blackbaud, timesheets, etc.);
- Cover recess and lunch duty daily
- Support or lead after school clubs
- Attend staff/faculty meetings as needed
- Other duties as assigned

**Professional Competency**
- Reflect and model WSG values and attitudes as a Catholic School in interactions with students, teachers, families, and members of the public.
- Follow the policies and procedures of WSG as described in the WSG Personnel Handbook, including such items as being on time, professional dress, and maintaining appropriate records and reports.
Demonstrate high standards of professionalism, including legal and professional ethics in interactions with students, faculty, staff, administrators, and members of the public.

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to work with diverse populations;
- Collaborate with classroom teachers and others
- Data management tools, organizational tools, computer skills (google suite including docs, slides, spreadsheets, email)
- Committed to Catholic Education that is academically excellent
- Proven ability to work as a member of a team
- Commitment to their own learning

**Education Requirements:** High School Diploma or equivalent

**Supervisory Responsibilities:** No direct supervisory responsibilities

**Accountable to:** Director of Student and Graduate Success

Appropriate accommodations for individuals with disabilities are available upon request.

EOE