

**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.**

