

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2025-2026

Name of Department Office (on campus): _____

Name of Organization (off-campus): Bon Secours Community Works

Mailing Address: 26 N. Fulton Ave_
Baltimore MD 21223 _____

Title of Position: MAWES Wellness Coaches _____

Number of Students desired to fill this position: 7

Qualification(s) required (may attach additional statement:

__ Education Majors/Social Work Majors/Early Childcare/Special Education/ __

Responsibilities of Position: **Under the supervision of designated school staff and Bon Secours Community Works, the MAWES Wellness Scholars (FWS Assistants) provide student support services that promote academic success, health & wellness, and a positive school climate by offering small-group and one-to-one practice in Math and English/ELA using teacher-provided materials; assisting with learning stations, literacy/math fluency drills, and classroom prep; supporting the Physical Education team and recess monitors with structured play, safety routines, and inclusive activities that build teamwork and pro-social behavior; reinforcing school-wide routines and classroom transitions under the Wholeness/Student Support Specialist, including implementing PBIS (Positive Behavioral Interventions and Supports) strategies and calm-corner setups; and maintaining simple attendance/activity logs, submitting bi-weekly timesheets, and participating in weekly team meetings and monthly professional development (paid when attended during scheduled FWS hours). All duties are non-displacing, in the public interest, performed under direct supervision, and compliant with Federal Work-Study regulations (including no work during the student employee's scheduled BCCC class times).**

Number of hours per week (If unknown indicate that hours will vary). **Note: cannot exceed 20 hours per week:**

20-hours per week Monday-Friday 9am-1pm or 10am-2pm

Supervisor Name: Michael Schaffer _____

Back up Name(s): Kimberly Hill _____

Address: 220 N. Bentalou St. _____

Baltimore MD 21223 _____

SITE # _____

Location: _____
Mary Ann Winterling Elementary School _____

Phone Number(s): 443-642-5203 _____

Email Addresses: michael_schaffer@bshsi.org _____

SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student's award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student's work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. _____ (supervisor's initials).