



Position Announcement



Position: AmeriCorps Volunteer and Partnership Development Coordinator

Location: Sisters, OR

Desired Start Date: November/December 2018

Position Summary: The Heart of Oregon Corps is seeking ONE AmeriCorps Volunteer and Partnership Development Coordinator who will complete 1700 hours of service over 10 months. Under the direction of the Program Director, the Volunteer and Partnership Development Coordinator will be responsible for developing and strengthening community partnerships, including identifying partnerships for potential service projects and service learning initiatives. The position will provide the opportunity for the right person to implement the volunteer program, enabling the Heart of Oregon Corps to better serve low-income young people and community residents. This includes developing appropriate materials, recruiting and managing volunteers, and training staff as appropriate so that Heart of Oregon Corps can sustain the volunteer program after the term of service.

Specific Duties:

- Recruit volunteers. Outreach methods include: extensive networking; presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise non-AmeriCorps volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Maintain accurate records of volunteer participation.
- Develop community partnerships to support the volunteer or service-learning program.
- Assist in the delivery of other program services as assigned.
- Help young people in our community succeed in an innovative training program, to reorient their lives, nurture their leadership skills and enable them to make a difference in their community.

Benefits:

- A maximum taxable \$13,732 (pre-tax) living allowance dispersed bi-weekly over 40 weeks.
- Basic medical insurance (health and dental for member only).
- Paid Federal holidays, sick time, and vacation days.
- Student loan forbearance (for qualifying federal student loans).
- A \$5,920 education award granted upon successful completion of the program.
- May qualify for child care allowance.
- Potential professional development and training opportunities including: First Aid & CPR, career planning, volunteer management, & youth development.
- Valuable networking opportunities for career growth.
- Opportunity to live, travel, and serve in Central Oregon.

Physical Requirements: Frequent lifting and carrying of up to 50 lbs. Standing, walking, bending, hiking for long hours. Ability to work outside in all weather conditions, including extreme heat, cold, and rain. Ability to drive 10-15 passenger vans and 4WD drive vehicles.

Travel: Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations.

Age Minimum: Must be 21 years old of age to apply.

To Apply: Submit cover letter, resume, and two references to kara.johnson@heartforegon.org

Early submission of applications is encouraged!