



## AmeriCorps Member Service Description



**Position:** Full-Time AmeriCorps Community Partnership and Volunteer Coordinator

**Location:** Sisters, OR. Project Locations throughout Central Oregon

**Desired Start Date:** March 2021

**Position Summary:** This is a full-time (40-43 hours/week) position as an AmeriCorps member of Heart of Oregon YouthBuild. Community Partnership and Volunteer Coordination AmeriCorps Members are responsible for developing and strengthening community partnerships for their YouthBuild program, including identifying partnerships for potential service projects and service learning initiatives. This member will also provide service implementing the program's volunteer program, enabling the program to better serve low-income young people and community residents. This includes developing appropriate materials, recruiting and managing volunteers, and training the site's staff as appropriate so that the site can sustain the program after the member's term of service is completed.

- Position Standards:**
- 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 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 via sign-in and Excel spreadsheet.
  - Develop community partnerships to support the volunteer or service-learning program.
  - Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
  - Participate in Heart of Oregon YouthBuild, YouthBuild USA, and AmeriCorps training, service projects, and other activities.
  - Assist with the planning and/or implementation of a project on a designated national day of service such as September 11th National Day of Service & Remembrance, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week.
  - Encourage partnerships with other local and national AmeriCorps programs.
  - Assist the Mentoring Coordinator in presentations, training, and in the matching process with mentors and mentees.
  - Plan and attend service projects for the youth in the community and complete a service project log.
  - Create and send calendar of monthly program events to volunteers and mentors.
  - Be the liaison between volunteers and other YouthBuild program staff as to making introductions and scheduling visits and activities.
  - Support HOC YouthBuild staff in creating and developing community partnerships with post-secondary institutions, local businesses including HOC's Employer Advisory Council, and other local non-profits.
  - Assist in the delivery of other program services as assigned to the extent that it is not in conflict with the primary position responsibilities or any AmeriCorps provision including the AmeriCorps Prohibited Activities.

**Minimum Qualifications:** Must be at least 18 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US. Must adhere to the policies related to the Drug free Workplace Act.

- Benefits:**
- A maximum taxable \$15,050 (pre-tax) living allowance dispersed bi-weekly over 43 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 \$6,195 education award granted upon successful completion of the program.
  - Potential professional development and training opportunities including: CPR & 1<sup>st</sup> Aid, OSHA 10, career planning, volunteer management, & youth development.
  - Child Care Allowance if qualify.
  - Opportunity to live, travel, and serve in Central Oregon.

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

- Skills and Abilities:**
- Skilled at taking initiative, problem solving, and working independently to be able to develop and implement program volunteer program.
  - Skilled at building interpersonal relationships, to work/serve effectively as part of a team, and to manage volunteers.
  - Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
  - Skilled at written communication, to develop program materials and reports.
  - Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
  - Committed to the concept of national service and to making a difference in the community.
  - Basic computer literacy, to be able to produce program materials and track volunteer hours in Microsoft Office Word and Excel.
  - Able to react to change productively and to handle other tasks as assigned.

**Physical Requirements:** Light work: exerting 1-20 lbs of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in-person and via technology one-to-one and groups of all sizes.

**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

**Supervision:** The Community Partnership and Volunteer Coordination AmeriCorps member reports to Katie Mahaffie, Advocate.

- This position **has recurring access** to vulnerable populations. Please note: Vulnerable populations include service recipients 17 years of age and younger, persons age 60 and older, and people with disabilities. Recurring access means having or expecting to have access more than once. Recurring access is typically a regular, scheduled, and anticipated component of a person's service activities. YouthBuild AmeriCorps members who participate in various community service projects at schools, senior centers, or at community wide events, are likely to have recurring access to vulnerable populations.

**Notice of Civil Rights:**

A person, including a member, a community beneficiary, a service recipient, or program staff, may not, on the grounds of race, color, national origin, sex, orientation, age, political affiliation, disability, or, in most cases, religion (except as noted below) be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance.

If you believe that you or others have been discriminated against, or if you want more information, contact YouthBuild USA in Somerville, MA at [americorps@youthbuild.org](mailto:americorps@youthbuild.org).

*Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.*