



AmeriCorps Position Description

Position Title: Volunteer Leadership Program Coordinator

Project Sponsor: Oregon Environmental Council www.oeconline.org

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships. www.nwserviceacademy.org

Project Location: 222 NW Davis Street, Suite 309, Portland, OR 97209-3900

Position Summary: The Volunteer Leadership Coordinator will expand OEC's volunteer outreach program by implementing a new volunteer leadership program. Duties will include managing outreach and office volunteers (20%); scheduling and coordinating community outreach activities (30%); and recruiting, training and managing a corps of volunteer leaders to deliver education and outreach events to their own social networks (50%).

Essential Functions (to include, but not limited to):

- Recruit, train, coordinate and track volunteers to participate in community festivals and outreach events.
- Train and manage a corps of volunteer leaders conducting community-based education and outreach events.
- Give presentations to volunteers, community groups and schools.
- Research and schedule community outreach events.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- A valid driver's license, clean driving record and ability to provide documentation.
- Willingness to travel and attend or festivals, presentations and meetings in various parts of Oregon.
- Willingness to serve occasional evenings and weekends.
- Ability to communicate and interact in a positive, professional manner with various populations such as community volunteers, business professionals, the general public, potential project partners, and colleagues.
- Strong organizational skills; ability to manage multiple projects without losing sight of the "big picture."
- Ability to write and speak in a clear and compelling fashion.
- Self-motivation and initiative.
- Desire and ability to recruit and manage volunteers.
- A commitment to the Oregon Environmental Council's goals.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- High school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.

- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

- Experience in environmental education and/or adult education
- Experience in grassroots organizing and/or volunteer organizing
- Experience in event planning

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,072).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,350. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.

Transportation Information:

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Monthly/annual transit passes are available for service activities and will be provided by the project sponsor.

Application Deadline: On-going until filled.

Interviews: No set schedule. Open until filled.

Service Dates: September 20, 2010 - August 12, 2011

NWSA Center: Lower Columbia Center

Type of Position: Individual Placement

Length of Term: 1700 hours (11-months)

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – Jen Coleman at jenc@oeconline.org:

- **résumé**
- **cover letter**
- **contact information for three references**

The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.

Step 2 - Complete your application to NWSA:

Application materials can either be completed online at the [AmeriCorps website](#) (preferred) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Sherrie Jackson](#) via email, mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or delivered to our office with an original signature (no fax).

Questions about the position? Contact: Jen Coleman, Outreach Director, 503-222-1963 x105;
jenc@oeconline.org

General questions about AmeriCorps, NWSA or our recruitment process? Contact:

Sherrie Jackson
Recruitment Coordinator
NWSA Lower Columbia Center
55 SE Main Street
Portland, OR 97214
(503) 234-2383 ext 108
(503) 232-0166 (fax)
sherrie.jackson@esd112.org

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