



## **AmeriCorps Position Description**

**Position Title:** Volunteer Coordinator

**Project Sponsor:** Our United Villages/The ReBuilding Center <http://www.ourunitedvillages.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](http://www.nwserviceacademy.org)

**Project Location:** The ReBuilding Center, 3625 N. Mississippi Ave., Portland, OR 97227

**Position Summary:** The *Volunteer Coordinator* will maintain, enhance and further develop Our United Village's(OUV) volunteer program. S/he will research and implement a variety of volunteer recruitment strategies (20%); work with OUV staff to identify volunteer tasks and projects (5%); provide volunteers with orientation, tours, and safety training and assign to tasks (35%); develop and implement recognition strategies (5%); and maintain volunteer paperwork and tracking mechanisms (5%). S/he will also contribute to the overall mission of Our United Villages by scheduling participation in trade shows (Home & Garden, Home Improvement & Remodeling, Fix-It Fairs, Earth Day events, etc.) and coordinating with volunteers and staff to provide coverage and arrange logistics (30%).

The majority of our volunteers work in the warehouse of The ReBuilding Center. Other volunteers assist The ReBuilding Center's services, ReFind Furniture and DeConstruction Services. Volunteers also support Our United Village's administrative staff. Volunteers work in a variety of capacities, from pulling nails to sorting doorknobs to office projects. Our United Villages was started with 100% volunteer effort. Volunteers are essential to the vitality of our organization. The work of the Volunteer Coordinator will serve the overall goal of increasing OUV's organizational capacity to provide environmental, social and economic benefits to local communities.

### **General Responsibilities (to include, but not limited to):**

- Maintain and improve current system for training, coordinating and tracking volunteers.
- Further research, develop and implement volunteer outreach and recruitment strategies.
- Collaborate with staff to research volunteer needs and develop additional volunteer opportunities.
- Work to identify volunteer matches, including internships, for positions requiring special skills.
- Maintain volunteer database and further develop tracking mechanisms.
- Develop and implement volunteer recognition and appreciation strategies.
- Coordinate and work with individual and groups of volunteers.
- Provide volunteers with documentation of service hours, as needed.
- Provide orientations, safety trainings and tours of The ReBuilding Center and Our United Villages for volunteers.
- Schedule and coordinate staffing for information booths at fairs and trade shows.
- Coordinate with Driving Dept. to load trade show booth materials into and out of venues. Assist as needed.
- Evaluate and track appropriateness of events for future participation.
- Develop community partnerships to increase volunteer groups.
- 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, trainings, 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:**

- Ability to work in a diverse environment and conditions.
- Enjoy working with people from diverse backgrounds.
- Organization and initiative-taking skills.
- Flexible schedule; ability to work evenings and weekends.
- Ease and confidence in public speaking.
- Minimum 1 year experience with computer and office equipment.
- Demonstrate grace and humor under pressure.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a 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:**

- Reside in north/northeast Portland.

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. 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.
- The project site is accessible by public transportation (both MAX train and bus).

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**Application Deadline:** On-going until filled.  
**Interviews:** No set schedule. Open until filled.  
**Service Dates:** September 14, 2009 - August 17, 2010

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**NWSA Center:** Lower Columbia Center  
**Type of Position:** Individual Placement  
**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – [Chris Bekemeier](mailto:cbekemeier@ourunitedvillages.org) at [cbekemeier@ourunitedvillages.org](mailto:cbekemeier@ourunitedvillages.org). 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 and submit materials to Sherrie Jackson at [sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org).

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

- **AmeriCorps Application**
- **Two Written References**
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

**Questions about the position?** Contact: Chris Bekemeier at [cbekemeier@ourunitedvillages.org](mailto:cbekemeier@ourunitedvillages.org) or 503-517-0953

**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](mailto:sherrie.jackson@esd112.org)

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