

UNITED COMMUNITIES AMERICORPS



Our members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and at their host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

SERVICE TERM OPTIONS

February 1, 2019 – July 31, 2019 (full-time; 6 months - 900 hours)

March 1, 2019 – August 31, 2019 (full-time; 6 months - 900 hours)

POSITION TITLE

Community Volunteer Coordinator

PROJECT HOST SITE

Washed Ashore (DBA Artula Institute for Arts & Environmental Education)

PROJECT LOCATION

Bandon, Oregon

POSITION SUMMARY

The Community Volunteer Coordinator supports Washed Ashore's volunteer program that engages individuals in beach clean-ups, the creation of plastic waste sculpture art, and educational activities that illustrate the impact of plastic pollution in our oceans and waterways. The member will recruit, orient, and oversee volunteers supporting the organization, including the development of new ways to maximize the program to build the organization's capacity to provide educational opportunities to communities.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Engage with existing volunteer corps
- Recruit of new volunteers from the Bandon area and southern Oregon coast region
- Develop and execute a volunteer orientation manual and policy
- Plan and produce volunteer engagement, recruitment, and recognition events
- Develop an efficient system for tracking volunteer engagement and work accomplished
- Complete and submit all necessary UC AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all UC AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

MARGINAL RESPONSIBILITIES (to include, but not limited to)

- Develop of written reports
- Attend staff meetings and other planning meetings
- Support the building of sculptures alongside volunteers
- Provide exhibit and gallery tours to youth and general public to promote Washed Ashore's mission

POSITION REQUIREMENTS

- Excellent computer skills and working knowledge of MS Office
- Passion for art and environmental issues
- Strong written and oral communication skills

- Passion for working with diverse populations
- Passion for community service and non-profit work
- 17 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 UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served four terms in an AmeriCorps*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime. Applicants must disclose if they have ever been removed for cause from any national service program.

PREFERRED QUALIFICATIONS

- Some college study in environmental education and/or the arts
- Knowledge of software programs such as Airtable and WordPress

SERVICE CONDITIONS

- Office environment and volunteer workshop area with some use of tools and power tools

PHYSICAL & INTELLECTUAL DEMANDS

- Some work on building and crafting small panels, use of power tools, some lifting

EQUIPMENT USED

- Computers, wire cutters, drills, drill press, ladders

TRANSPORTATION INFORMATION

- Washed Ashore has two facilities that are eight miles apart so some travel between the venues is important

MEMBER BENEFITS INCLUDE

- \$7,490 living allowance paid over the 6-month service term (approx. \$1,248 monthly, before taxes).
- \$2,960 education award upon successful completion of the term of service which 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. Members that are 55 and older may transfer the award to one child or grandchild.
- May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (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

EQUITY & INCLUSION

UCA values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCA is an AA/EEO employer. UCA provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

HOW TO APPLY

Application Deadline: January 18, 2019

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

STEP 1: Apply to United Communities AmeriCorps:

- Submit [AmeriCorps Application](#)
- To find this position, click on “Advanced Opportunity Search” and search “UCA” in Program Name
- Submit application, UCA send application to Project Site Mentor for review and waits for items in Step 2

STEP 2: Apply to Project Site Mentor:

Conducts first round interviews on a rolling basis and recommends top candidates to UCA

Email the following items to john@artula.org:

- Resume
- Cover Letter (1 page)
- Contact information for three Reference (name, title, relationship, email, & phone)

STEP 3: The Project Site Mentor submits top applicants to UCA for a second interview. Once top applicant interviews are complete, applicants will be notified of selection decision.

QUESTIONS ABOUT THIS POSITION? CONTACT:

John Tannous

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QUESTIONS ABOUT AMERICORPS? CONTACT:

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