

AmeriCorps Position Description

Position Title: Service Learning Student Coordinator (5 positions)

Position Dates: August 30, 2010 – July 29, 2011

Length of Term: 300 hours -- Average of 15 hours per month with the exception of 40 hours per week during the following periods: March 21-25, June 13-July 15. Will receive \$1,000 Education Award upon successful completion of the term.

Project Sponsor: Columbia Gorge Community College <http://www.cgcc.cc.or.us/>

Project Location: Columbia Gorge Community College – Hood River Campus, OR, 97031

Position Summary:

The Service Learning Student Coordinators will work as a team to increase the service learning and civic engagement activity amongst Columbia Gorge Community College (CGCC) students, CGCC faculty and local youth, especially in respect to underserved youth populations in the Gorge to serve the needs of the Gorge. The Coordinators will work directly with CGCC faculty, Northwest Service Academy (NWSA) Staff and Gorge Partner Agencies in the planning and implementation of various community engagement/volunteer projects. This would include volunteer management, recruitment, tracking and safety oversight. Coordinators will also assist and/or develop educational opportunities that promote the understanding of the service project and the broader perspective of civic engagement.

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

1. Coordinators will work together with NWSA Staff, CGCC Faculty, local schools and Gorge partner agencies to identify priorities and needs within the community.
2. Participate in a minimum of two meetings per month to plan, coordinate and develop service learning activities and outreach.
3. Coordinate service learning projects in conjunction with NWSA Staff, local Gorge groups, non-profits, etc.
4. Provide the necessary logistical support, recruitment, leadership, tracking and supervision of volunteers to ensure well managed projects.
5. Incorporate educational activities with all projects to increase the impact and effectiveness of the project.
6. Work as a team member to plan monthly and quarterly service learning activities for CGCC students and community members. Incorporate quarterly service days with bigger events such as MLK Day, Earth Day, 9-11, etc.
7. Plan and implement Alternate Spring Break – a week of service learning activities during spring break
8. Plan and implement Summer of Service – 4 weeks of summer activities that engage local youth in service learning activities
9. Develop a service learning outreach plan to notify students, community members, and project partners of local service opportunities.
10. Tailor projects to meet the schedules of partner agencies, schools and CGCC students.

Position Requirements:

1. Capable of serving on a team including working together to resolve conflict; acting in a manner that maintains all teammates' emotional and physical wellbeing.
2. Ability to effectively communicate verbally and in written documents.
3. Be able to coordinate many tasks at once and set priorities for task completion.
4. Must have valid driver's license, clean driving record and ability to provide documentation.
5. Desire to serve with people to promote civic engagement, education, and an ethic of service.
6. Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
7. 17 years of age or older, at beginning of service term AND a currently enrolled CGCC student in good standing.
8. U.S. citizen, national or lawful permanent resident.
9. Possession of a high school diploma or equivalent.
10. Capable of handling physical nature of the projects including hiking up to 5 miles; lifting up to 50 pounds; and working on your feet outdoors in rugged terrain and in all types of weather for 8+ hours a day.
11. Ability to commit to the full term of service for which they are applying.

12. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
13. Regular and reliable attendance.
14. 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.
15. Wear NWSA uniform and/or appropriate identifiers and required safety gear while performing service work or attending official events.

Preferred Qualifications:

1. Familiarity or interest in civic engagement and service learning.
2. Flexibility with changing assignments and schedules.
3. Ability to work independently as necessary and be a self-starter.
4. Experience or interest in participating in and organizing volunteer activities.
5. Willingness to try new things, learn new things, experience new things.
6. Computer skills – word, excel, and email communication

Member Benefits Include:

1. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$1,000.00. The education award can be used to repay qualified student loans, 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.

Transportation Information:

1. Personal vehicle is recommended to get to service sites.
2. Project sites may not be accessible by public transportation.

Application Deadline: On-going until filled.

Interviews: August 1st – August 27th.

Service Dates: August 30, 2010 through July 29, 2011

NWSA Center: Mt. Adams Center

Type of position: Individual Placement

Length of Term: 300 hours

How to apply:

Step 1 - Complete your application in one of the following two ways:

PREFERRED Online at the AmeriCorps website **AmeriCorps Application** www.americorps.gov/Default.asp

-If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**

-Select the position listing and click "Apply Now" at the bottom of the page.

-Visit <http://nwserviceacademy.org/apply.cfm> to print, sign and date the **Certification Form**. This document must be mailed to our office.

OR

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

Step 2 - Send resume and cover letter to Amanda Green at mac@esd112.org.

Questions? Contact Amanda Green at 509-395-3465.

For more information please visit <http://mtadamscenter.org/open-positions.cfm>.