



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

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 volunteer program. S/he will research and implement a variety of volunteer recruitment strategies (10%); serve with OUV staff to identify volunteer tasks and projects (5%); provide volunteers with orientation, tours, safety training and assign tasks (35%); serve side-by-side with volunteers (10%), develop and implement recognition strategies (5%); and maintain volunteer paperwork and tracking mechanisms (5%). S/he will contribute to the overall mission of Our United Villages by coordinating participation in trade shows (Home & Garden, Fix-It Fairs, Earth Day events, etc.), including training, scheduling and maintaining relationships with trade show volunteers (30%).

Most volunteers work in the warehouse of The ReBuilding Center. Others assist The ReBuilding Center's services, ReFind Furniture and DeConstruction Services. Volunteers also support Our United Village's administrative staff. They work in a variety of capacities, from pulling nails to sorting doorknobs to office projects. 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.

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

- Maintain and further develop current system for recruiting, scheduling, orienting, training, placing, and tracking individual volunteers and volunteer groups.
- Collaborate with staff to identify volunteer needs and develop additional volunteer projects.
- Serve alongside volunteers to ensure that their experience is positive, meaningful and safe.
- Identify volunteer matches, including internships, for positions requiring special skills.
- Maintain volunteer database. Further develop tracking mechanisms. Identify ways to use database information to improve volunteer program.
- Develop and implement volunteer recognition and appreciation strategies.
- Provide volunteers with documentation of community service hours, as needed.
- Provide orientations, safety trainings and tours of The ReBuilding Center and Our United Villages for volunteers and volunteer groups.
- Coordinate staffing for information booths at fairs and trade shows. Includes training, scheduling and maintaining relationships with trade show volunteers, as well as evaluation and documentation of events to determine appropriateness of future participation.
- Coordinate load-in and load-out of trade show booth materials.
- Maintain and further develop community partnerships to support 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, 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:

- 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.
- Ability to speak Spanish a plus.
- Knowledge of building materials a plus.

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.
- The project site is accessible by public transportation (both Max train and bus).

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 – Chris Bekemeier at cbekemeier@ourunitedvillages.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:

Application materials can either be completed online at the [AmeriCorps website](#) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Sherrie Jackson](#) via email (preferable), 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 to our office with an original signature.

Questions about the position? Contact: Chris Bekemeier; cbekemeier@ourunitedvillages.org; 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

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