



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: Oct. 30, 2009 – April 30, 2010. Flexible.

Length of Term: Approx. 50 hours per month for 6 months. 300 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: Open until filled

Position Title: Volunteer Coordinator (1 position)

Project Sponsor: Hostelling International (HI) USA – Oregon Council

Sponsoring Organization's Mission: To help all, especially the young, gain a greater understanding of the world and its people through hostelling.

Project Location: 3945 SE Hawthorne Blvd, Portland, OR 97214

Transportation Information: Close to bus line #14. Mileage reimbursement or bus fare provided for service related travel.

Position Summary: The Volunteer Coordinator intern will work with the Oregon Council of the international non-profit Hostelling International to recruit, train and engage community volunteers to support numerous educational programs and activities that deliver programs to foster global travel, cultural understanding, travel basics, and activities and discussions to promote an international perspective. The coordinator works with programming employees to develop strategies around program roles and to seek out and regularly engage volunteers for these roles.

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

1. Develop volunteer roles.
2. Recruit and train volunteers.
3. Maintain volunteer engagement through regular correspondence and social activities,
4. Maintain an active volunteer opportunity calendar and database.
5. Assist in the effective delivery of programs and activities by both the Council and both local HI hostels
6. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
7. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
8. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Comfortable in a public speaking role.
2. Able to serve as a professional representative of the organization.
3. Diligent and consistent at being actively engaged in the role throughout the tenure of the internship.
4. Familiarity with computers, database management, and e-mail.
5. LINKS members must be at least 17 years of age at the time of enrollment in the program.
6. U.S. citizen, national or lawful permanent resident.
7. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
8. Ability to commit to the full term of service for which they are applying.
9. Submit to a criminal history background check and National Sex Offender Registry search.
10. Regular and reliable attendance.

Preferred Qualifications:

1. A dedicated self-starter who does not need constant supervision and can be consistently engaged with volunteer communication and development of a calendar of regular opportunities for volunteers.
2. Background in volunteer coordination, training, and oversight.
3. An interest in traveling, community, education, multiculturalism.
4. Strong interpersonal skills.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,000. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for 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 a portion of the accrued interest on qualified loans, which is taxable). An opportunity to work with an international non-profit organization
- Active engagement with program participants, employees, and volunteers in exciting internationally-minded, culturally aware, and interesting travel-related organization.
- A leadership role in an independent and flexible work environment.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to council@oregonhostels.org.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Andy Furrow, Board President, andyfurrow@yahoo.com.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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www.esd112.org/links