



# Position Description

---

**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** September 15, 2009 - June 15, 2010

**Length of Term:** Approx. 20 hours per week for 9 months. 675 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 Partner:** Multicultural Community Services at Portland (OR) and Vancouver (WA)

**Partnering Organization's Mission:** Lutheran Community Services Northwest partners with individuals, families, and communities for health, justice, and hope.

**Project Location:** 605 SE 39<sup>th</sup> Avenue, Portland, OR 97214 (Main Office) & 3600 Main Street, Suite 200, Vancouver WA 98663 (Satellite Office)

**Transportation Information:** Personal transportation required. Mileage reimbursement provided for service-related travel.

**Position Summary:** Working with the Multnomah County School Impact program, the Volunteer Coordinator will recruit volunteer tutors, manage volunteer records, track impacts made by volunteers, and maintain regular contact with volunteers.

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

1. Recruit and monitor volunteers tutoring refugee school-aged children and youth in Multnomah County School Impact (MCSI) project.
2. Connect volunteers with students enrolled in MCSI.
3. Maintain files and database of volunteer tutors and students.
4. Keep accurate records of volunteer's hours and submit monthly hours report to the regional director.
5. Maintain ongoing contacts with tutors and collect tutor reports of student progress two times a month.
6. Maintain regular contacts with project staff to learn of their volunteer and other project related needs.
7. Participate in summer program for MCSI students.
8. Model and encourage direct professional communication among staff members and facilitate development of a positive staff support network.
9. Demonstrate awareness and sensitivity in the delivery of client services as it relates to the cultural and socioeconomic characteristics of the populations he or she serves.
10. Function as liaison for project with volunteers, staff, students, schools in Multnomah County.
11. Demonstrate cultural sensitivity.
12. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
13. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
14. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

**Requirements:**

1. College degree preferred. Will consider college experience and/or work toward a college degree.
2. At least 1 year of volunteer experience.
3. Computer literate and familiarity with Microsoft Word. Working knowledge of other computer programs (e.g. Excel, PowerPoint, Publisher, Outlook, and Photoshop) a plus but not a must.
4. Experience in planning and organizing events and activities.
5. Excellent reading, writing, and speaking skills in English.
6. Excellent organizational skills. Also able to prioritize and work with minimal supervision.
7. Ability to meet reporting deadlines.
8. Able to work effectively as a team member in a multicultural environment.
9. Possess current Oregon driver license, valid insurance, and access to a personal vehicle.
10. Must be at least 18 years old.

11. U.S. citizen, national or lawful permanent resident.
12. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
13. Ability to commit to the full term of service for which they are applying.
14. Submit to a criminal history background check and National Sex Offender Registry search.
15. Regular and reliable attendance.

**Preferred Qualifications:**

1. College degree in education, psychology, social work, or related field.
2. At least one year experience recruiting or supporting volunteers.
3. At least six months experience working with diverse population.
4. Foreign language skills.
5. Ability to interview, screen, and train volunteers.
6. Knowledge and/or willing to learn of volunteer enrollment process including HIPAA guidelines.
7. Possess skills for working effectively with target and general communities.
8. Ability to work effectively with minimal supervision and maintain a high level of communication with project supervisor.
9. Skilled in follow-up procedures, record keeping, and file management.
10. Skills for communicating effectively with project staffs at lead and collaborating agencies, other staff at LCSNW, and the general public.
11. Able to envision and plan strategies for meeting project goals.
12. Able to define problems and collect as well as interpret data.
13. Able to work as part of a team.
14. Able to take directions.
15. Able to do local travel.

**Member Benefits Include:**

- A taxable living allowance of \$3,150 divided into monthly increments of \$350.
- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. 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).

**How to apply:**

**Step 1** – Email your resume to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and [fharon@lcsnw.org](mailto:fharon@lcsnw.org). Include the position title in subject line.

**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:** Faridah Haron, Project Supervisor, 503-731-9521 or [fharon@lcsnw.org](mailto:fharon@lcsnw.org).

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

LINKS p 360) 750-7500 x 114  
2500 NE 65th Ave f 360) 360-694-2491  
Vancouver, WA 98661 [LINKSrecruitment@esd112.org](mailto:LINKSrecruitment@esd112.org)

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

**An Equal Opportunity Employer**

[www.esd112.org/LINKS](http://www.esd112.org/LINKS)

