



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: Oct. 1, 20, 2009 to June 30, 2010

Length of Term: Approx. 15 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: Family Literacy Volunteer Recruiter (1 position)

Project Sponsor: Multicultural Community Services at Lutheran Community Services Northwest, (www.lcsnw.org)

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

Project Location: 605 SE 39th Ave, Portland, OR 97214.

Transportation Information: Our office is accessible by Tri-met Bus lines #71 and #75. Some service related travel is required. Mileage reimbursement is provided for service-related travel.

Position Summary: The Volunteer Recruiter will work closely with Multicultural Services staff to recruit, interview, train and support Family Literacy volunteers who provide in-home English language (ESL) instruction for 30 refugee families from Iraq, Burma, Bhutan and several African countries. The Home English Language Program (HELP) provides refugee women and their families with culturally and linguistically appropriate lessons and activities that empower them to address housing, food, educational and health needs upon arrival in the United States.

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

1. Recruit, interview, train, and support approximately 30 Family Literacy volunteers working with refugee women and families from the Middle East, SE Asia and Africa.
2. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
3. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
4. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Be prepared to recruit and work with primarily with adult female Family Literacy volunteers who are more easily accepted into refugee families and homes given cultural, religious and family norms of the target communities.
2. Excellent English written and oral communication skills.
3. Excellent computer word processing skills and experience with or comfort in learning e-mail technology.
4. The applicant does not need a car, but must occasionally carry out tasks that require mobility outside the office.
5. Must be 21 years of age or older.
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. Self-directed, organized and mature individual with a passion for empowering women across cultural groups.
2. A demonstrated interest in multicultural awareness through previous study or work experiences.
3. Some knowledge of ESL or ELL teaching and/or learning.

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 résumé to links.recruitment@esd112.org and to ssteinmann@lcsnw.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: Susi Steinman at ssteinmann@lcsnw.org.

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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