



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** ASAP to March – May 2010. Dates are flexible.

**Length of Term:** Approx. 20 hours/week, for 6 to 8 months. 450 or 675 hours total.

**Interviews:** Applicants are interviewed & placed on an on-going basis to fill all positions.

**Application Deadline:** Sept. 5, 2009

**Position Title:** LINKS Great Garden Volunteer (1 position)

**Project Sponsor:** Oregon Coast Community Action

**Sponsoring Organization's Mission:** Empowering people to work toward social and economic justice and independence.

**Project Location:** 100 Ranch Road, Reedsport, OR

**Transportation Information:** Located on the local bus route, Coos County Area Transit (CCAT)

**Position Summary:** Assist Great Afternoons staff, ORCCA Development staff and VISTA members by managing the Great Garden at Great Afternoons after-school, daycare and preschool program. Work with local garden groups, Great Garden volunteers and students to continue food education resources, food donations for families in need and more. Coordinate efforts with Master Gardeners, support “Grow A Row” projects and establish events to support the Great Garden. Assist Great Afternoons staff with projects and tasks as needed.

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

1. Assist with managing the Great Garden.
2. Coordinate volunteers, group events and activities with local groups and Master Gardeners to support the garden.
3. Assist local gardening groups to educate local children on food sources and gardening.
4. Work with local teachers to establish gardening/science/environmental education components for classrooms.
5. Assist with “Grow A Row” projects to donate food to local pantries.
6. Coordinate composting projects at schools and gardens to promote “green” practices/education.
7. Assist Great Afternoons staff with garden related projects and activities.
8. Assist Great Afternoons staff, ORCCA Development staff & VISTA members with fundraising events.
9. Assist with other Great Afternoons events as needed.
10. Assist in office coordination of tasks, records, data entry, and other necessary duties.
11. Serve as an active team member in all ORCCA & Great Afternoons activities and meetings.
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 events.

**Requirements:**

1. LINKS members must be at least 17 years of age. High School students encouraged to apply.
2. U.S. citizen, national or lawful permanent resident.
3. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
4. Regular and reliable attendance is a requirement of the position.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check (for both ORCCA and AmeriCorps).
7. Willing to sign confidentiality agreement.
8. Must have drivers license or access to reliable transportation. Good driving record & proof of insurance preferred.
9. Ability to work in excess of eight hours per day/evenings, or to sit for as long as four hours at a time
10. Ability to lift 20 lbs.
11. Be able to speak in public, write letters/reports, willing to work with others.

**Preferred Qualifications/Skills:**

1. Experience in public speaking and working on team projects.
2. Good writing skills (business writing and good grammar, spelling, preferred).
3. Excellent communication skills, good phone etiquette and comfort asking questions.
4. Understand how to use business software (Microsoft Word, Excel, etc), email, the World Wide Web.

5. Professional etiquette (treating others with respect, listening and learning, etc).
6. Must be able to work in a fast paced environment.
7. Some college courses in business, social work, human services or other topics.
8. One business reference and a personal reference.

**Member Benefits Include:**

- Free tuition waiver may be available for higher education opportunities. \*Find out more from ORCCA AmeriCorps Supervisor Hallie Winchell, at (541) 888-7108.
- Upon successful completion of a term of service, eligible members receive an education award of \$1,250 (450 hour term) or \$1,800 (675 hour term). 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).
- Professional development and training opportunities, potential course/internship/practicum credit, and benefit from gaining professional experience in a mid-size nonprofit organization.

**How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [halliew@orcca.us](mailto:halliew@orcca.us). (Make sure to put LINKS application in the 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:** Hallie Winchell, Development Coordinator, (541) 888-7108 or [halliew@orcca.us](mailto:halliew@orcca.us).

**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](mailto:links.recruitment@esd112.org)

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

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