



Position Description

Type of Position: LINKS AmeriCorps Member

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

Application Deadline: Sept. 5, 2009

Service Dates: September 2009 to March – May 2010. Dates are flexible.

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

Position Title: LINKS Fresh Alliance 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: 2110 Newmark Center, Coos Bay, OR

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

Position Summary: Assist South Coast Food Share staff in coordinating fresh food donations from local grocery stores in the Fresh Alliance program. Position includes assistance with paperwork, food pick-up, food delivery, providing training to new staff at participating stores and training to local food pantries receiving product, and maintaining warehouse inventory of Fresh Alliance products. Assist in SCFS warehouse, providing any reports or data needed to SCFS staff, and any other duties assigned.

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

1. Assist with the unloading storage and distribution of Fresh and Frozen food from the Fresh Alliance truck everyday.
2. Coordinate the donation of new and used refrigerators to local pantries to allow participation in Fresh Alliance.
3. Coordinate volunteers as necessary for Fresh Alliance program or SCFS projects/tasks.
4. Assist Fresh Alliance driver to track and document all outgoing food from the Fresh Alliance program.
5. Assist in training staff at new stores and new staff at participating stores.
6. Assist in training some of the 33 pantries in the SCFS network.
7. Assist in maintaining Fresh Alliance inventory.
8. Assist in maintaining/cleaning SCFS truck.
9. Work in the SCFS warehouse and assist on delivery days from Oregon Food Bank.
10. Serve as an active team member in all ORCCA & SCFS activities and meetings.
11. Assist in office coordination of tasks, records, data entry, and other necessary duties
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 as required or to sit for as long as four hours at a time
10. Ability to lift 20 lbs.
11. Food Handlers card may be required once position begins.
12. 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 and to 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.

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

Erika Johnson

LINKS

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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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