



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: Preferred 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 Family Food Program 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: Coordinate and assist in managing the Family Food Program at South Coast Food Share, which serves the families of South Coast Head Start – both programs are part of Oregon Coast Community Action. This pilot program provides family food boxes donated foods for emergency distribution through Head start sites as well as products for use in ORCCA Head Start kitchens that serve Head Start classrooms. Provide additional assistance to SCFS staff & volunteers; help support 33 local food pantries through SCFS network services, training videos and other assistance as needed.

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

1. Maintain and inventory the products used at South Coast Head Start kitchens through the SCFS program.
2. Assist to order products as needed through SCFS resources.
3. Data entry and information management, prepare reports and assist Food Rescue Coordinator in data collection needs.
4. Help pack, sort and maintain prepared inventory of Family Food Boxes for Head Start sites.
5. Assist in supporting the SCFS network of 33 local food pantries with additional training, providing additional resources.
6. Assist SCFS Director with the News You Can Use newsletter creation and distribution.
7. Assist SCFS VISTA(s) in food drive pick up and miscellaneous tasks.
8. Participate in other SCFS activities to gain better understanding of resources available and program coordination.
9. Serve as an active team member in all ORCCA & SCFS activities and meetings.
10. Assist in office coordination of tasks, records, data entry, and other necessary duties
11. Assist in SCFS warehouse to accept donations, sort, pack, inventory, distribute, and manage food.
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. 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

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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