



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: October 2009 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 South Coast Head Start Literacy Volunteer 2 (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 route of loop bus.

Position Summary: Assist staff at the South Coast Head Start preschool program by working as a classroom assistant, working with children and families, and improving the opportunities of preschool students. Work with Head Start staff on projects and tasks as needed, support staff, work to coordinate activities and more.

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

1. Work in Head Start classrooms to provide literacy and education support to teachers.
2. Read to children to improve education opportunities.
3. Provide education activity support to teachers, providing additional learning opportunities for students.
4. Complete various classroom tasks to support teachers and students.
5. Coordinate with SCFS VISTA(s) and LINKS members working on Head Start relevant projects.
6. Promote Head Start program and philosophy.
7. Model behaviors that demonstrate understanding, acceptance and welcome diversity.
8. Assist staff with coordinating Head Start activities, events, trainings and projects with community and ORCCA.
9. Promote additional publicity and community awareness of Head Start by coordinating information for the ORCCA event calendar, staff newsletter, ORCCA website, and with ORCCA's publicist.
10. Assist classroom staff by maintaining a physically and emotionally safe environment.
11. Complete office tasks, classroom tasks and other activities as needed.
12. Serve as an active team member in all ORCCA & Head Start activities and meetings.

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. Be able to speak in public, write letters/reports, willing to work with others.
11. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
12. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
13. Wear an appropriate LINKS identifier and required safety gear while performing service or attending events.

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. Able to lift 20-50 lbs.
9. First Aid/CPR Certification
10. Pass drug test or undergo Health Appraisal if requested.
11. 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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