



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: Open until filled.

Position Title: LINKS Snack Pack 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 route of loop bus.

Position Summary: Assist staff with the expansion and coordination of the Share Bear Snack Pack program, which feeds hungry children, on weekends and school breaks, who may have no access to food. Tasks include managing inventory, assisting to coordinate volunteers and fundraising events, and more. Assist in the ongoing expansion efforts for Snack Pack in our region. Work with ORCCA Development staff on projects and tasks as needed.

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

1. Assist with the coordination and management of the Share Bear Snack Pack program.
2. Manage inventory, provide “secret shopper” services to verify alternate food pricing.
3. Assist to coordinate Snack Pack days to pack the food bags as needed.
4. Assist to coordinate volunteers and work with schools to manage any distribution needs.
5. Provide assistance to the expansion efforts of Snack Pack into new elementary schools in need.
6. Assist with Snack Pack fundraising and coordination with local groups to support program.
7. Assist ORCCA Development staff & VISTA members in activities and capacity projects or events.
8. Assist in office tasks, data entry, and other necessary duties for children’s programs, Toy Tales, and other tasks.
9. Help to complete any articles, updates, documents or materials as necessary with the Snack Pack program to update website, ORCCA newsletters, publicity calendar and agency publicist.
10. Serve as an active team member in all ORCCA activities and meetings.
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.

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. 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

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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