



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: April – July, 2010

Length of Term: Approx. 18 hours per week for 4 months. 300 hours total.

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

Application Deadline: Open until filled.

Position Title: Afterschool Program Assistant (1 position)

Project Sponsor: People for Parks at Reynolds Middle School (Reynolds SD); FAST Afterschool Program

(www.peopleforparksoregon.org)

Sponsoring Organization's Mission: To promote the health and quality of life of residents in E. Multnomah Co. through the support and enhancement of parks and recreation programs.

Project Location: Reynolds Middle School, 1200 NE 201st, Fairview, OR 97024

Position Summary: Help children succeed in school by offering active, positive programming after school hours. Enrich student learning beyond traditional school subjects. Keep kids engaged in school and away from negative lifestyle choices. Promote family and community involvement in schools.

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

1. Lead an afterschool class such as soccer, cooking, computers, photography, swimming, art, or Lego robotics.
2. Prepare and present lesson plans.
3. Guide and discipline youth in compliance with local, state, and federal regulations.
4. Assist with reading assessments and preparing materials for programs.
5. Increase family involvement through phone calls, printed material, meetings, etc.
6. Maintain an attendance log and any other paperwork needed.
7. May participate in field trips to local events and sites.
8. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
9. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
10. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Experience working with children, preferably of middle-school age. Interest and desire to work with children.
2. Excellent verbal and written communication skills.
3. Exceptional interpersonal communication skills.
4. Ability to work independently on projects at client sites; Ability to work collectively with management, associates, volunteers, and clients.
5. Personal cell phone. Member will be reimbursed for service-related cell phone use.
6. LINKS members must be at least 17 years of age at the time of enrollment in the program.
7. U.S. citizen, national or lawful permanent resident.
8. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
9. Ability to commit to the full term of service for which they are applying.
10. Submit to a criminal history background check and National Sex Offender Registry search.
11. Regular and reliable attendance.

Preferred Qualifications:

1. Possession of a BS/BA in Education, Public Service, Recreation, Human Services or related field(s).
2. Experience working with middle school education and enrichment programs.
3. Fluency in a language other than English, preferably Spanish or Russian.
4. Creativity, flexibility, leadership skills.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,000. 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).
- Max pass.
- Professional Development/Training opportunities.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to rkminden@comcast.net.

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: Kathie Minden, Director, 503-740-3541 or rkminden@comcast.net.

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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www.esd112.org/links