



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 1, 2009 through July 1, 2010

Length of Term: Approx. 40 hours per week for 11 months. 1700 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: Master Recycling Project Coordinator (1 position)

Project Sponsor: Rogue Community College, Redwood Campus, Grants Pass, Oregon, <http://www.roguecc.edu/>

Sponsoring Organization's Mission: "Rogue Community College provides quality education to help learners achieve their goals, and to support the social, civic, cultural, and economic vitality of our diverse community."

Project Location: Redwood Campus, 3345 Redwood Highway, Grants Pass, Oregon 97527
http://www.roguecc.edu/Maps/PDF/RWC_Map.pdf

Transportation Information: The city bus provides connection to down town Grants Pass.

Position Summary: This is an exciting and challenging position that provides an opportunity to be the coordinator of start-up and facilitation of a Master Recycler program in Josephine County. The position will require a desire to be part of a team whose goal is to reduce solid waste in the community through Master Recycler training to area residents and RCC students. In addition the Coordinator will partner with area recycling agencies, other Master Recycler trainers and with volunteers interested in serving as master recycling ambassadors in the community. The position may require curriculum development, classroom teaching, recruitment/marketing for students, coordination of volunteers, training sites development and agency support.

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

1. Carry out curriculum research and development for Master Recycling class.
2. Facilitate/teach two ten-week Master Recycling classes, one with a business emphasis.
3. Provide recycling promotion/outreach to RCC students and staff, general public, businesses, schools, organizations.
4. Organize Master Recycling volunteers; track volunteer hours.
5. Assist RCC student volunteers in annual *RecycleMania* national competition.
6. Support RCC student worker devoted to recycling.
7. Track results of RCC recycling efforts at Redwood Campus.
8. Report on recycling activities to Solid Waste Agency and RCC Green Team.
9. Facilitate partnerships with community recycling agents.
10. Work with RCC facilities department to design RCC's 'recycling laboratory'.
11. Research state-of-the-art recycling methodology and equipment.
12. Facilitate partnerships with RCC instructional departments interested in recycling curriculum.
13. Research sources of additional grant funding to support recycling activity.
14. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
15. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
16. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Associate's Degree or equivalent combination of education and experience.
2. Knowledge of training programs; report generation and data gathering techniques; survey and evaluation methods.
3. Ability to communicate effectively both verbally and in writing; represent programs to potential students, community partners and the general public; set-up and operate instructional equipment.
4. Ability to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. Duties involve moving materials weighing up to five pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 15 pounds. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. May also be required to sit for long periods of time in meetings or traveling between counties.
5. Must possess a valid Driver's License and provide proof of an acceptable driving record or show ability to coordinate transportation using public transportation.
6. Pass a drug screen.

7. LINKS members must be at least 17 years of age at the time of enrollment in the program.
8. U.S. citizen, national or lawful permanent resident.
9. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
10. Ability to commit to the full term of service for which applying.
11. Submit to a criminal history background check and National Sex Offender Registry search.
12. Regular and reliable attendance.

Preferred Qualifications: Qualifications below are teachable

1. Experience in providing logistical support for training and/or programs; set-up and operation of audio visual and computer equipment; scheduling equipment and facilities; tracking budgets and expenditures.
2. Basic knowledge of curriculum development.
3. Experience in sustainability practices.

Member Benefits Include:

- A taxable living allowance of \$11,400 divided into monthly increments.
- Upon successful completion of a term of service, eligible members receive an education award of \$4,725. 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.
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- 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). In some instances tuition for classes will be waived and credit may be available.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to jhowell@rogucecc.edu.

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: Jeanne Howell, Associate Dean of Instruction, Rogue Community College, 541-245-7909 or jhowell@rogucecc.edu.

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