



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Length of Term:** 10-15 hours a week for 12 months. 675 hours total.

**Application Deadline:** Open until filled.

**Service Dates:** September 2009-September 2010 (some flexibility)

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

**Position Title:** Community Partner Coordinator (1 position)

**Project Sponsor:** Rock 'n' Roll Camp for Girls- Girls Rock Institute, [www.girlsrockcamp.org](http://www.girlsrockcamp.org)

**Sponsoring Organization's Mission:** The Rock 'n' Roll Camp for Girls, a 501(c)3 non-profit, builds girls self-esteem through music creation and performance. Providing workshops and technical training, we create leadership opportunities, cultivate a supportive community of peers and mentors, and encourage social change and the development of life skills.

**Project Location:** 8900 NE Vancouver Way, Ste. A, Portland, OR 97211

**Transportation Information:** Camp van is available for service-related driving (pending valid license and driving training). The #8 Tri-Met Bus drops off very close to us.

**Position Summary:** The Rock 'n' Roll Camp for Girls aims to become a reliable institution for girls around the world for many years to come. With this goal in mind, we aim to build strong and lasting partnerships with organizations, businesses and programs in our community. The Coordinator in charge of this project will research and connect with potential partners, explore and develop mutually-beneficial relationships with them (for example, connect with after school programs, senior centers, professional women's networking groups, even local venues and bands) and follow the necessary steps required to make those partnerships come to life. We welcome creative thinkers!

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

1. Establish partnership-tracking systems.
2. Learn about our partnership goals.
3. Develop a partner welcome packet.
4. Research and Identify new partners and how the partnerships will be mutually beneficial.
5. Contact all of the potential partners; Send all partners welcome packets, set meetings and potentially tours with them.
6. Create new partnerships as a result of above.
7. Develop and implement and plans that are required for partnership programs.  
Coordinate continued partnerships when applicable.
8. Develop and implement and plans that are required for partnership programs.  
Assist with camp programs as needed.
9. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.  
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. Personal vehicle (or be able and comfortable driving the Camp van), valid insurance and a valid OR driver's license. Driving to community partnership meetings/events, camp showcases etc. will be required regularly. You will be compensated for mileage if you drive your own car. You will be added to the Camp car insurance policy if you drive the van.
2. Must be 19 (older than any camper) at time of placement.
3. Must be an independent self-starter.
4. U.S. citizen, national or lawful permanent resident.
5. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
6. Ability to commit to the full term of service for which they are applying.
7. Submit to a criminal history background check and National Sex Offender Registry search.
8. Regular and reliable attendance.

## **Preferred Qualifications:**

1. Friendly and organized people-person who feels really comfortable speaking with all types of people; parents, children, school personnel, volunteers, event coordinators, community members, donors, and musicians of all ages.

2. Interest in serving girls as well as an interest in music, feminism and teamwork.
3. An interest and ideally course work in development, marketing, or public relations (not necessary).
4. Comfortable with learning new skills and takes direct communication well.

**Member Benefits Include:**

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. 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).
- Use of equipment and space for band practice or lessons as well as the ability to borrow equipment and CDs for personal home use.
- Per Diem meal allowance when events are longer than 4 hours.
- Training opportunities in sound engineering, sound equipment transport/set-up and any other music-related skills available at camp.
- Optional opportunity to manage a band during one summer camp session.
- School credit when applicable.

**How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [jaws@girlsrockcamp.org](mailto:jaws@girlsrockcamp.org).

**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:** Claudia Lucero, Director of Operations and Volunteer Coordinator, [claudia@girlsrockcamp.org](mailto:claudia@girlsrockcamp.org) or 503-445-4991. Please be aware that we will be extremely busy between June 15-August 15 but we will do our best to answer any questions promptly.

**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](mailto:links.recruitment@esd112.org)

**Unable to Apply On-line?** Click here: <http://www.esd112.org/links/resources.html>.

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