

AmeriCorps VISTA Service Description

Position Title: VISTA Community Engagement Coordinator

Immediate Supervisor: Scotti Weintraub

Supervisor's Title: Volunteerism Coordinator

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Main Purpose of this Position:

To engage more people affected by poverty in service activities. This will involve the development of Days of Service initiatives statewide, the development and distribution of service learning curricula, including Days of Service as well as general K-12 tools and materials, and outreach and education to include more people with disabilities in service and volunteerism.

Duties and Tasks – Essential Functions

- Identify and begin to develop relationships with appropriate regional and statewide partners including those that work with volunteers, the disabled community and service learning.
- Research best practices relating to Days of Service such as MLK Day and Cesar Chavez Days and Service Learning activities.
- Identify and/or create Days of Service opportunities across the State.
- Network and link existing Days of Service activities and Service Learning practitioners.
- Produce Days of Service toolkits, including Service Learning curricula.
- Disseminate and provide outreach for toolkits.
- Implement Service Learning curricula delivery.
- Research and develop tools for best practices in the area of recruiting and supporting disabled persons to serve as volunteers.
- Provide outreach to disabled community, especially organizations that provide services to the disabled and connect them with volunteer centers and service learning practitioners.
- Develop resources (both links and resource tools) for Oregon Volunteers website on Days of Service, Inclusive Volunteer Recruitment and Support, and Service Learning

Duties and Tasks – Secondary Functions

- Attend quarterly AmeriCorps Program Director meetings
- Provide in-person report to Commission Volunteer Committee
- Transport materials to meetings
- Attend major Service Day events
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Other than completion of marginal functions, the above functions may be completed with or without accommodations. This description lists the minimum duty requirements.

Location where service will be performed:

Oregon Volunteers Office, Portland State University, 633 SW Montgomery, Suite 210, Portland Oregon

Education, experience requirements:

- Excellent writing and communication skills.
- Experience coordinating volunteer projects and/or programs.
- Experience and knowledge in Service Learning
- Presentation and public speaking skills.
- Experience with community partnership building.

Special Conditions:

Drivers License Required

Position is subject to a background check.

Attendance Hours:

Monday – Friday 8:00 am – 5:00pm

Evenings and weekend service on occasion

Benefits

The VISTA member is not an employee of Oregon Volunteers and does not receive wages or salary including retirement benefits or unemployment compensation.

VISTA Members shall receive the following:

- A living allowance while actively serving (up to \$10,380 total),
- \$4,725 educational award at completion of service, which can be used up to 7 years after completion of service to pay off existing qualified student loans or for future education; **or** an end of service stipend of \$1,200.
- Health insurance coverage.
- Child care supplement for those who qualify.
- Forbearance of payment on qualified student loans.
- Interest paid on loans in forbearance upon completion of service.
- In-service learning opportunities and career experience.

Working Conditions

1. This position is housed on the second floor of a building that does not have an elevator.
2. This position requires considerable time to be spent on a personal computer and a basic working knowledge of MSWord, forms, and use of Internet and email with attachments.

3. This position involves frequent pressure to meet short deadlines in completing assignments and submitting reports.

4. This position involves occasional travel, including out of town and overnight stays, for trainings.