



## UNITED COMMUNITIES AMERICORPS

United Communities AmeriCorps (UCA) members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

### **SERVICE TERM**

August 31, 2022 – July 31, 2023 (full-time; 11 months - 1700 hours)

### **POSITION TITLE**

Education and Volunteer Program Leader

### **PROJECT HOST SITE**

The Crest/[www.thecrestatwillowwitt.org](http://www.thecrestatwillowwitt.org)

### **PROJECT LOCATION**

658 Shale City Road, Ashland, Oregon 97520 445 acres of private inholding in the Cascade-Siskiyou National Monument

### **POSITION SUMMARY**

The education portion involves working with our staff on outreach for Out Door School, Summer Nature Day Camps, summer overnight camps and weekend family camps, and Spring and Fall day trips from schools K-college.

The volunteer leadership will involve recruiting and cultivation volunteers, developing and maintaining a volunteer management database, and building program capacity around volunteer mobilization. The Member will bring the support of organizations, groups, individuals, and schools to our work by cultivating awareness of our mission and programs. Direct work with the volunteers and students recruited and with employees on the property will be an important part of the position.

### **ESSENTIAL RESPONSIBILITIES** (to include, but not limited to)

- Work with the curriculum committee on Out Door School (ODS) for spring and fall

- curriculum, recruiting school classes for the programs, obtain supplies and materials needed for this program, oversee the programs along with our Program Coordinator
- Write the monthly Newsletter and post
- Develop core of the Standard Operating Procedures for developing programs
- Assist with marketing summer programs
- Develop database, forms, and policies for volunteer recruitment, management, and maintenance, including risk assessment, role descriptions, and progress assessment tools
- Maintain database of community organizations that support and work with volunteer groups
- Do outreach and speaking with community organizations and schools to recruit support and volunteers
- Recruit and train volunteers for fundraising events to support The Crest
- Join the family of staff at The Crest and its site, Willow-Witt Ranch
- Implement and/or develop systems to inform Effective Volunteer Management Practices (EVMPs).
- Complete and submit all necessary UCA paperwork and reports in a timely manner.
- Attend and complete all UCA training and service requirements including orientation, trainings, team meetings, and National Days of Service (Make a Difference Day, MLK Jr. Day, and a June Service Event).
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.
- Lead current volunteer work parties

#### **MARGINAL RESPONSIBILITIES** (to include, but not limited to)

- Join and assist in management of service-learning projects: these usually involve wetland restoration, trail building, small-scale forestry work (no chainsaws)
- Assist at camps and environmental education programs
- Assist with small scale building projects related to environmental education and conservation
- Assist fundraising efforts/events to support conservation and programs of The Crest

#### **POSITION REQUIREMENTS**

- Strong IT skills, including database development and management
- Interest in recruiting and supporting volunteers and in community organizing/recruiting
- Ability to work within flexible hours
- Self-motivated, independent, creative worker who enjoys people, whether working with others or alone
- Strong organizational and time-management skills
- Ability to communicate effectively and professionally in writing, public speaking and personal communication
- Must have reliable vehicle; personal vehicle is required for service activities and mileage reimbursement is provided

- Must have valid driver's license, clean driving record, and ability to provide documentation
- Complete vaccination against coronavirus disease 2019 (also known as COVID-19) is required, because this position requires in-person service activities and is student and/or visitor facing
- 17 years of age or older, at the beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying. · Must successfully pass a National Service Criminal History Check provided through UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served four terms in an AmeriCorps\*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime. Applicants must disclose if they have ever been removed for cause from any national service program.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Environmental Science, Communications, or Education ·
- Fluency in Spanish is helpful, not necessary
- Experience in recruiting and supporting volunteers
- Experience with development, management, and maintenance of database ·
- Experience and facility in public speaking
- Working knowledge of all social media platforms, including ability to post, boost, advertise

#### **SERVICE CONDITIONS**

- Shared office space, restroom and kitchenette. Access to farm and property. Public speaking engagements at meetings and leading tours for organizations, schools, and groups. Will also occasionally work outdoors in sun, rain, or possible snow with children and adults in environmental and conservation education. Ability to work remotely from home if needed.

#### **PHYSICAL & INTELLECTUAL DEMANDS**

- The outdoors work may not be physically accessible to all people of all abilities. Office is accessible and adaptable.
- We are seeking an inquisitive, adaptable, and outgoing person who works well alone and with others. The position will include outreach to community organizations, schools, and students.
- A reasonable amount of driving is required

#### **EQUIPMENT USED**

- Standard office equipment, computer, printer, scanner, telephone, etc. ·
- Standard pruning tools, light forestry tools, shovels. No chainsaw use. ·
- Vehicles

### TRANSPORTATION INFORMATION

- The site is 12 miles from nearest town (Ashland, OR) and requires good transportation to get to and from work. All-wheel drive or 4-wheel drive is helpful. The site has snow on the road typically November through May, but climate change has made that unpredictable. The hosts can work with the AmeriCorps Member to access snowy roads for approximately 4 miles of road. Personal vehicle is occasionally required for service activities and mileage reimbursement will be provided.

### MEMBER BENEFITS INCLUDE

- \$16,502\* living allowance paid over the 11-month service term (approx. \$1,500 monthly, before taxes).
  - \$6,495.00 education award upon successful completion of the term of service which can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used. Members that are 55 and older may transfer the award to one child or grandchild.
  - May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
  - Basic medical insurance (covers members only, not dependents; vision and dental not included).
  - Child care allowance for those who qualify.
  - Reimbursement for service related travel is \$0.58 per mile up to \$200/month ·
- Professional development, trainings and networking opportunities *\*Living allowance is based on federal funding and may change prior to a members start date.*

### EQUITY & INCLUSION

UCA values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCA is an AA/EEO employer. UCA provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

### HOW TO APPLY

**Application Deadline:** August 12, 2022

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

**STEP 1: Apply to United Communities AmeriCorps:**

- Submit [AmeriCorps Application](#)
- To find this position, click on “Advanced Opportunity Search” and search “UCA” in Program Name
- Submit application, UCA will then forward it to site supervisor for review who then waits for items in Step 2

**STEP 2: Apply to Project Site Supervisor:**

*Conducts first round interviews on a rolling basis and recommends top candidates to UCA*

Email the following items to [shannon@thecrestatwillowwitt.org](mailto:shannon@thecrestatwillowwitt.org) :

- Resume
- Cover Letter (1 page)
- Contact information for three References (name, title, relationship, email, & phone)

STEP 3: The Project Site Supervisor submits top applicants to UCA for a second interview. Once top applicant interviews are complete, applicants will be notified of selection decision.

**QUESTIONS ABOUT THIS POSITION? CONTACT:**

Suzanne Willow, Executive Director

[exec@thecrestatwillowwitt.org](mailto:exec@thecrestatwillowwitt.org)

541-890-1998

**QUESTIONS ABOUT AMERICORPS? CONTACT:**

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