AmeriCorps VISTA Member Position Description

Position Title:Coordinator of Early Literacy Volunteers

Summary of Position: The Coordinator of Early Literacy Volunteers and Service-Learning will work closely with faculty and staff at the College of Education (COE) and with community partners, especially United Way of Lane County (UWLC), to maximize the impact of the College on early learning and early literacy (birth to six years old) in our community. S/he will be part of a large campus of 28,000 passionate and engaged students, and part of a team of community leaders committed to improving educational outcomes for all youth through the Lane Early Learning Alliance (Hub) and Connected Lane County.

Essential Responsibilities/Activities:
- Conduct needs assessment in collaboration with on-campus and community partners, and plan for responsible growth of a successful program in its second year
- Recruit and retain student volunteers for the early literacy project; help manage our social media outreach; grow and manage mutually beneficial relationships with on-campus and community partners
- Facilitate the implementation of UWLC's early literacy project in the community
- Evaluate, summarize, and report on the second year of the project to stakeholders at the University and in the community

Marginal Responsibilities:
- Logistical support in the day to day running of the Service-Learning Program (meeting with students, general outreach, other on-campus events)
- Support for early learning partners in event planning and programming; some contact with young children and their families
- Individual advising of volunteers and consultation with community partners; conflict resolution when necessary

AmeriCorps VISTA Member Responsibilities:
- Attend all ORCC AmeriCorps VISTA required trainings and events
- Complete and submit all ORCC AmeriCorps VISTA required progress reports, timesheets, and other paperwork

Required Qualifications:
- 18 years and older
- Must have at least an Associates Degree
- Demonstrate a commitment to or willingness to explore issues of racial justice and equity
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for 365 days
- Ability to pass a criminal history background check

Preferred Qualifications:
- Higher education leadership experience and/or peer mentoring participation
- Proficient in all Microsoft Office software
- Project management experience
• Volunteer management experience, including recruiting / communications / marketing and professional development / training
• Conversational Spanish a plus

AmeriCorps VISTA Member Benefits:
• A living allowance of $11,676 for the term of service, dispersed monthly
• An education award of $5,730
• Health benefits
• Loan forbearance and interest accrual payment on qualified student loans
• Child care (if eligible)
• Low-cost life insurance (optional)
• Training and professional development opportunities
• Access to an extensive network of AmeriCorps Alums
• Federal jobs non-competitive eligibility for one year after service

Site Specific Benefits:
• Working within a national network of communities whose members are passionate about children, early learning, and K-12 education, and committed to the Promise Neighborhood model
• Professional and personal development opportunities on campus and in the community, including opportunities to contribute to the ongoing dialogue around higher education’s role in early learning and public education
• Diverse and affordable housing options
• Opportunities to network with a wide range of diverse stakeholders throughout the community and the university
• Living in a vibrant small city that provides opportunities to participate in diverse social groups (active meet-ups include hiking, biking, knitting, movies, etc etc) and thriving sports and arts communities
• A short drive to the ocean in one direction and the mountains and high desert in the other; Portland to the north, and Crater Lake to the south
• Access to the UO Student Recreation Center at staff membership rates
• Access to exciting and diverse offerings of the city’s Parks and Recreation department.