AmeriCorps VISTA Member Position Description

Host Site Name: University of Oregon
Department: Service-Learning Program
Location: Eugene, Oregon
Website: service-learning.uoregon.edu

Position Title: High School Programs Volunteer Coordinator

Summary of Position: The AmeriCorps VISTA will work closely with University of Oregon and Bethel School District partners to implement and support a successful mentoring and enrichment program in two high schools. S/he will identify community partners, conduct needs assessments and evaluations, design infrastructure, and develop sustainable systems.

Essential Responsibilities/Activities:
- Research best practices and models for University involvement in high school programs and conduct training for community partners and student volunteers
- Design infrastructure for managing and supporting volunteers and tracking project outcomes
- Recruit volunteers and match them with projects in the Promise Neighborhoods; help manage our presence on social media; develop and manage relationships with on-campus and community partners
- Conduct needs assessment and plan professional development for volunteers
- Evaluate, summarize, and report on the first year of the project to stakeholders at the University and in the community

Marginal Responsibilities:
- Logistical support in day to day running of the Service-Learning Program
- Homework help and enrichment activities with high school students
- 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 program participation
- Proficient in all Microsoft Office software
• Project management experience
• Working knowledge of social media outreach tools
• Ability to work independently in an exciting and sometimes fast-paced environment; willingness to “own” the project, take initiative and responsibility

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.