**Promise Neighborhoods After School Program Site Coordinator**

We are looking for four passionate volunteers to help lead an innovative after school program into its third year. The Site Coordinators for the Promise Neighborhoods After School Program will organize and oversee the day-to-day after school programming at either Fairfield or Malabon Elementary schools. Working with other Student Leadership team members, the Site Coordinators will be involved in volunteer recruitment, training, guidance and assistance.

For the 2013-2014 school year, the program occurred on Mondays and Wednesday from 2:30-5pm at Fairfield, and Thursdays from 2-5pm at Malabon. For the 2014-2015 school year, we anticipate each school’s program occurring twice a week (four total days), with site coordinators sharing responsibilities for one school (twice a week).

**Essential Responsibilities/Activities:**

- Ensure safety and fun for students and volunteers
- Be the on-site supervisor for both days of the After School Program at either school (Monday/Wednesday or Tuesday/Thursday)
- Manage logistics for the program days (such as gathering supplies, coordinating volunteers, etc.)
- Meet with the Coordinator of K-12 Volunteers and fellow Student Leadership team members
- Present during the Service-Learning Program’s volunteer training
- Assist in outreach and recruitment each term, including class talks and tabling at events

**Required Qualifications:**

- UO student currently enrolled in classes
- Able to commit to 7-9 hours a week of work for a full academic year beginning mid-September 2014 and ending mid-June 2015
- Passionate about serving and volunteering in your community
- Experience with elementary age students
- Highly organized
- Excellent written and oral communication skills

**Preferred Qualifications:**

- Volunteer experience with the Promise Neighborhoods After School Program
- Experience in peer leadership
- Passionate about educational issues

**Benefits:**

- Invaluable leadership experience with additional professional development opportunities
- Extensive networking opportunities
- Opportunity to learn, grow and get out of comfort zones
- Possibility to earn FHS 409 practicum credit
Application Process:

Please submit a résumé as well as a letter of introduction. The letter should be no more than 500 words and address the following questions:

1. Please describe how you are qualified for this position as well as what you can contribute to the After School Program.
2. As a Site Coordinator you will be responsible for supporting and supervising UO student volunteers. Please describe your plan for supporting your volunteers.
3. How does being a part of the Service-Learning Program contribute to your personal and professional goals?

Applications are due by **5pm on May 8th** and can be submitted to Robyn Louden at vista@uoregon.edu or in person to HEDCO 370.

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<th>Activities</th>
<th>Steps to Complete Activities</th>
<th>Expected Outcomes</th>
<th>Projected Timeline</th>
<th>Key Partners</th>
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<td>Activity 1: Familiarize yourself with the Promise Neighborhoods and the After School Programs</td>
<td>1. Meet all stakeholders 2. Travel to partner schools 3. Attend a training session</td>
<td>1. For the Site Coordinator to be familiar with the After School Program 2. Begin to develop strong community partnerships</td>
<td>September - October</td>
<td>Deanna Chappel Belcher at UO; Director of Education &amp; Education Programs Specialist at United Way; AmeriCorps VISTA at UO; principals Jenny Sink (Fairfield) and Maureen Spence (Malabon)</td>
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<td>Activity 2: Recruit and train student volunteers</td>
<td>1. Visit Service-Learning courses 2. Participate in the Service-Learning volunteer trainings 3. Meet with AmeriCorps VISTA</td>
<td>1. Recruit volunteers for the program 2. Increase awareness of program 3. Volunteers will be fully prepared to begin the program</td>
<td>September – June</td>
<td>UO Service-Learning GTFs; AmeriCorps VISTA at UO; Service-Learning Student Leadership Team</td>
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<td>Activity 3: Supervise After School Programs</td>
<td>1. Support volunteers 2. Be on site twice a week 3. Meet with AmeriCorps VISTA and fellow site coordinators</td>
<td>1. Successful After School Program 2. Continuously developing and improving the program</td>
<td>September – June</td>
<td>Deanna Chappel Belcher and AmeriCorps VISTA at UO; Principals Jenny Sink (Fairfield) or Maureen Spence (Malabon); Service-Learning Leadership Team</td>
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<td>Activity 4: Evaluate the After School Program</td>
<td>1. Hold volunteer feedback sessions at the end of each term 2. Meet with AmeriCorps VISTA and fellow site coordinators</td>
<td>1. Continuously developing and improving the program</td>
<td>December – June</td>
<td>Deanna Chappell Belcher and AmeriCorps VISTA at UO; Student Leadership Team</td>
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