



Confluence Environmental Center

Position Description

Confluence Environmental Center: A new initiative in the Portland region. Our focus is building environmental leadership and being a catalyst that helps bring about a healthy and equitable environment for the region.

Position Title: Community Volunteer Coordinator

Project Sponsor: Oregon Environmental Council www.oeconline.org

Position Summary: In Partnership with the Confluence Environmental Center (CEC), the Community Volunteer Coordinator will supervise and coordinate “OEC Champions” – a group of super-volunteers who have been trained to design and conduct outreach projects on behalf of OEC. The Champion program was piloted in 2010-2011 with 30 volunteers trained as champions. In 2011-2012, the coordinator will supervise, support and evaluate Champion projects (50%). The coordinator will also conduct one additional training of new Champions (15%), and will evaluate the program for next steps for the program’s future success (15%). In addition, Member will oversee recruitment and management of the established office and outreach volunteer corps program (20%). In total, the Member will interact with approximately 70 volunteers.

Essential Functions (to include, but not limited to):

- Supervise Champion Volunteer outreach projects to ensure that they meet OEC strategic goals
- Coordinate Champion Volunteer outreach projects and provide support to volunteers as needed
- Design, conduct and evaluate one Champion Volunteer outreach training session (over 2-4 class periods)
- Evaluate the success and shortcomings of the Champions volunteer program
- Oversee recruitment and retention of office and outreach volunteer corps
- Manage outreach and office volunteer program in cooperation with program staff
- Attend weekly staff meetings
- Maintain volunteer records in SalesForce database
- Complete and submit all necessary CEC/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all CEC/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear CEC uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- An independent, self-motivated, creative and resourceful individual who enjoys serving with diverse groups of people.
- Interest in cultivating positive environmental habits among individuals
- Curiosity about environmental issues including toxics reduction, global warming, watershed protection, urban environments and food/agriculture issues
- Able to work occasional evenings and weekend days
- Able to take the lead on development of individual learning goals, project goals, measurable outcomes, timelines and reporting
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Able to serve with diverse populations.
- 18 years of age or older, at 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 fingerprint criminal history background check provided through CEC and/or Project Sponsor Agency.
- Regular and reliable attendance.

- Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

- Familiarity with Oregon culture and diversity of Oregon communities
- Drivers license and ability to drive OEC vehicle
- Skills in public speaking or group facilitation
- Experience with project management and/or event planning
- Experience in adult education, grassroots organizing or volunteer organizing

Member Benefits Include:

- A taxable, monthly living allowance (\$12,100 paid over the term of service).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,550. The education award 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.
- Loan forbearance (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.
- Professional development, trainings and networking opportunities.

Project Location: 222 NW Davis, Portland, OR

Transportation Information:

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.

Dates of Service: September 7, 2011 – July 27, 2012 (1700 hours - 11-months).

How to apply:

1. **Apply to OEC:** Email the following items to – *Jen Coleman, Outreach Director* jenc@oeconline.org 503 222 1963 x105 no later than August 5, 2011.
 - **résumé**
 - **cover letter**
 - **contact information for three references**
2. **Apply to CEC:** Application materials can be completed online at the [AmeriCorps website](#) and submitted to a CEC position. A complete Member application includes the following:
 - **AmeriCorps Application**
 - **Two Written References** – These are included in the AmeriCorps online application.
3. **Interview:** The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Confluence Environmental Center.

General questions about AmeriCorps, CEC or our recruitment process? Contact: Sherrie Jackson, Confluence Environmental Center - Program Assistant; sherrie.l.jackson@gmail.com

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