



AmeriCorps

## Position Description

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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 29, 2024 – July 31, 2025 (Full-time; 11 months – 1700 hours)

### MEMBER LIVING ALLOWANCE

\$20,400 living allowance paid over the 11-month service term

### EDUCATION AWARD

\$7,395 Segal Education Award upon successful completion of the term of service

### POSITION TITLE

Afterschool Program Leader

### PROJECT HOST SITE

Coquille Public Library

### PROJECT LOCATION

259 N Adams Street  
Coquille, OR 97423

### POSITION DESCRIPTION:

Seeking an Afterschool Program Leader who is a pro-active, creative, and service-oriented, enthusiastic about providing library service to children, with an emphasis on early literacy program planning, community engagement, STREAM, and relationship building with families and community. Knowledge of emerging technologies, education, and trends in youth development and/or libraries are a must. This position is responsible for planning and implementing a sustainable afterschool program for 2<sup>nd</sup> – 6<sup>th</sup> grade students, under the supervision of the library director. The position has planning and goal setting responsibilities as part of a group.

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

- Develop and maintain effective relationships with elementary schools to plan and deliver programs.
- Plan and implement an afterschool program focused on STREAM learning for 2<sup>nd</sup> – 6<sup>th</sup> grade students Tuesdays – Fridays. Each program will begin with a healthy snack, followed by homework help and concluding with a STREAM themed activity.
- Plan and implement a passive program environment for children of all ages on Saturdays between the hours of 10 - 2.
- Programs should be designed with sustainability in mind for continual implementation after the member term is up.
- Serve as the go-to person for the AWE Learning machines in the Children's Library.

- Contribute to a positive work environment by demonstrating compassion for the library’s users and other employees; respect for library user privacy and confidentiality; an eagerness to learn and an optimistic attitude.
- Implement and/or develop systems to inform Volunteer Management Goals.
- 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.

**POSITION REQUIREMENTS:**

- Successful experience working with children.
- Knowledge of current trends in children’s education.
- Speak and act truthfully.
- Exhibit self-control.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable
- U.S. citizen, U.S. national or lawful permanent resident.
- Possession of a high school diploma or equivalent.
- Regular and reliable attendance.
- Ability to commit to the full term of service for which applying.
- Must successfully pass a National Service Criminal History Check provided through UCAN and/or Project Host Site.
- 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:**

- Knowledge of best practices in children’s services, including guidelines and standards published by American Library Association, Association of Library Services for Children, and other recognized organizations.
- Experience working in public service, preferably in a public library.

**SERVICE CONDITIONS:**

Service member will primarily serve at the Coquille Public Library. Duties may be assigned to assist library staff with outside community events involving children. The City of Coquille is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon’s Disability Accommodation and Discrimination laws. The factors described herein are representative of, but not all-inclusive of those that must be met by an individual to successfully perform as Afterschool Program Leader.

**INTELLECTUAL & PHYSICAL DEMANDS:**

- Demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Exemplary customer service skills.
- Good oral and written communication skills.

**EQUIPMENT USED:**

- Personal computer
- Microsoft Office 365
- Copier / scanner / fax machine
- Phone system

## SERVICE SCHEDULE

Hours are typically scheduled between 9:00 am and 6:00 pm, Tuesday through Saturday; must be available to serve a flexible schedule.

## TRANSPORTATION

It is the responsibility of the member to get to and from the library. The duties of this position do not require transportation.

## MEMBER BENEFITS INCLUDE

- \$20,400 living allowance paid over the 11-month service term (approx. \$850 bi/weekly, before taxes).
- \$7,395 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).
- SNAP benefits for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, training, and networking opportunities.

## 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 accommodation for qualified individuals and conducts all activities in fully accessible settings.

## HOW TO APPLY

**Application Deadline:** July 31, 2024

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.

**Apply to United Communities AmeriCorps:**

Option 1:

- Visit <https://my.americorps.gov/> and select “apply to serve”
- Create a login and password
- Build your AmeriCorps profile and application to serve
- Click on “Advanced Opportunity Search” and search by Program Name: “UCA” and State: “OR”

Option 2:

- email the following documents to [ucamericorps@ucancap.org](mailto:ucamericorps@ucancap.org)
  - Resume
  - Cover Letter (1 page)
  - Contact information for two References (name, title, relationship, email, & phone)

## QUESTIONS ABOUT THIS POSITION? CONTACT:

Teresa Lucas, Library Director  
105 N Birch  
Coquille, OR 97423  
541-396-2166

[teresa@coquillelibrary.org](mailto:teresa@coquillelibrary.org)

**QUESTIONS ABOUT AMERICORPS? CONTACT:**

Erik Wood

Program Manager | United Communities AmeriCorps

251 NE Garden Valley Blvd Suite 205, Roseburg, OR 97470

541-492-3919

[erik.wood@ucanap.org](mailto:erik.wood@ucanap.org)