



Position Description

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

Rural Schools Learning Coordinator

PROJECT HOST SITE

Ruch Outdoor Community School | Medford School District

PROJECT LOCATION

156 Upper Applegate Road, Jacksonville OR 97530

POSITION SUMMARY

The Rural Schools Learning Coordinator position is both highly intensive and highly rewarding serving K-8 students within a school model of place-based experiential learning. The Rural Schools Learning Coordinator will spend most of their time in direct contact with students and community leaders, designing authentic experiential learning opportunities, providing hands-on environmental education, and facilitating service-learning projects both on and off campus.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Design and deliver curriculum that focuses on ecosystem health through stewardship and restoration.
- Maintain school learning garden.
- Coordinate outreach with community organizations and interested agencies to recruit volunteers.
- Establish and maintain an on-campus tree nursery adjacent to the school garden.
- Participate in a residential and day outdoor school program at Cantrall Buckley Park.
- Offer weeklong summer camp that includes science-based projects and outdoor adventure.
- Lead youth in wilderness backpacking trips and service-learning projects in the rural outdoors.
- Organize an Earth Day Fair at the school.
- 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, Cesar Chavez Day and a June Service Event).
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

MARGINAL RESPONSIBILITIES (to include, but not limited to)

- Transport student groups in a 10-passenger bus to field sites.
- Complete VIM certification with the Medford School District.
- Participate in school staff meetings, district trainings, and school-wide events.
- Accompany staff in off-campus field experiences, some overnight.
- Assist with school fundraising events no more than 4 hrs. a week.

POSITION REQUIREMENTS

- Bachelor’s degree required; background in environmental science or education preferred.
- Valid driver’s license and history of responsible driving. Must be 21 years of age to qualify as a Medford School District certified driver.
- U.S. citizen, national or lawful permanent resident.
- Complete vaccination against coronavirus disease 2019 (also known as COVID-19) is required, because this position requires in-person service activities and is student and/or visitor facing
- 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 National Service Criminal History Check provided through UCAN. Project Host Site may have additional background check requirements.
- Regular and reliable attendance.
- 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.
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PREFERRED QUALIFICATIONS

- Positive attitude and core values of inclusion, respect, and creativity
- Ability and willingness to participate in physical labor, working with tools, and hiking difficult terrain
- First Aid and CPR certified before beginning the position

SERVICE CONDITIONS

- The Rural Schools Learning Coordinator will be working directly with students in a public school setting, as well as various outdoor settings (riparian, mixed conifer forests, oak savanna, garden, etc).

PHYSICAL & INTELLECTUAL DEMANDS

- Ability to work effectively under pressure.
- Stamina for eight hours of student instruction and physical activity.
- Lifting/carrying: Up to 40 lbs.
- Specific vision abilities required by this service include close vision, distance vision, peripheral vision, depth perception and the ability to focus.

EQUIPMENT USED

- Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Outdoor tools for restoration and ecological work (GPS monitoring, forestry equipment, digital technology)

- Various materials and supplies for school tree nursery and garden.
- Shop equipment including a wood-splitter, wildland firefighting tools, and other forestry supplies.

TRANSPORTATION INFORMATION

- Project site is not accessible by public transportation.
- Personal vehicle is required to get to service site.

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.
- Child care allowance for those who qualify.
- Professional development, trainings 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 accommodations 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
- Resume
- Cover Letter (1 page)
- Contact information for two References (name, title, relationship, email, & phone)

QUESTIONS ABOUT THIS POSITION? CONTACT:

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QUESTIONS ABOUT AMERICORPS? CONTACT:

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