



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

WIRE Rural Middle School Support

PROJECT HOST SITE

Umpqua Community College

PROJECT LOCATION

UCC and Douglas County schools

POSITION SUMMARY

We are looking for an upbeat person who loves working with 6-12th grade middle school students. The Work-based Integration into Rural Education (WIRE) program is aimed at helping rural students explore careers and be introduced to the college processes. The AmeriCorps member will spend most of their time in identified middle schools 6-8th grade to connect with rural youth, introduce career professionals to give students a hands-on approach to exploration, and assist the director as needed. The focus is to support staff and students by providing mentoring and facilitation of educational workshops. The AmeriCorps member will also assist with events to encourage youth enroll in programs. Will help support learning events and summer camps.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Through partnerships with identified rural middle schools, support specific grade-level programming to encourage students in grades 6th -8th to explore college and career pathways.
- Coordinate with supervisor in presenting workshops relevant for middle school students around career exploration, financial literacy, and college searches.
- Support educational workshops in middle schools.
- Support tracking, reporting and gathering related materials.
- 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.

MARGINAL RESPONSIBILITIES (to include, but not limited to)

- Work willingly as a team member, performing other duties as assigned by the director.
- Participate in staff meetings, and any relevant middle school staff meetings and parent/teacher conferences.
- Help support grant staff in high school programming as needed.

POSITION REQUIREMENTS

- Experience working with students in 6th-12th grade.
- Working knowledge of current Microsoft Office and internet processes
- Experience developing and presenting courses, workshops, and/or training preferred.
- Demonstrated sensitivity and experience working with students and/or individuals from diverse social, economic, academic, and cultural backgrounds.
- 17 years of age or older, at the beginning of the service term.
- U.S. citizen, U.S. 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 National Service Criminal History Check provided through UCAN and/or Project Host Site.
- 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.

PREFERRED QUALIFICATIONS

- Associate degree in social science, education, human services, communication or similar field
- Interest or experience working with marginalized populations.
- Comfortable leading small or larger group educational sessions.

SERVICE CONDITIONS

- Primarily indoor office working environment.

PHYSICAL & INTELLECTUAL DEMANDS

- Current office design may require members to bend, lift, stoop, crouch, and perform similar functions while performing essential and other job functions.
- Must be able to perform movements without significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how these functions' performance is possible.

EQUIPMENT USED

- Computer experience.
- Phone experience.
- Experience using digital communication such as Zoom or similar platforms.

TRANSPORTATION INFORMATION

- Must have own transportation to reach to our furthest schools in Douglas County mileage reimbursement per federal guidelines provided.

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, 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 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:

Tawnie Goetz-Kennedy/WIRE Director

Work integration into rural education.

Office of Early College

541-440-7651 Office

tawnie.goetzkennedy@umpqua.edu

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@ucancap.org