



**AmeriCorps**

## Position Description

Our members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to education, economic opportunity, healthy futures, and disaster services. 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

September 1, 2021 - July 31, 2022

(full-time; 11 months - 1700 hours)

### POSITION TITLE

Outreach Services Lead

### PROJECT HOST SITE

City of Roseburg | [www.cityofroseburg.org](http://www.cityofroseburg.org)

### PROJECT LOCATION

Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, OR 97470

### POSITION SUMMARY

The AmeriCorps member will collaborate with the Youth Services Librarian to develop and deliver programs for youth and families; deliver basic computer classes; train and support volunteers to provide real-time technology assistance to patrons; develop public programming for adults; initiate and sustain community partnerships; and serve as an integral member of the Roseburg Public Library team.

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

- Implement basic computer classes using previously developed curricula.
- Implement electronic resources training to navigate the library's electronic books platforms and assist with drop-in technology needs (e.g., printing, email, and downloading).
- Utilize a train-the-trainer method with library aides and volunteers to ensure tech program sustainability.
- Support Youth Services Librarian in delivering diverse programming focused on youth and families.
- Attend outreach events that promote library services and programs.
- Manage adult programming, including selecting, scheduling, promoting, and facilitating special events.
- Support patron services such as issuing library cards, answering reference questions, providing informal tours, and connecting patrons to information.
- Build collaborative community relationships.
- Implement and/or develop systems to inform Effective Volunteer Management Practices (EVMPs).
- 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)

- Write occasional articles for local newspaper and library newsletter.
- Present information to Library Commission, City Council, and community groups.
- Assist Circulation Supervisor with volunteer recruitment.
- Collect data and administer surveys.
- Document work to ensure sustainability beyond service year.

## POSITION REQUIREMENTS

- Ability to work with people of all ages.
- Ability to effectively communicate orally and in written form.
- Ability to read and comprehend effectively.
- Ability to use computers, tablets, smartphones, and electronic readers.
- Knowledge of and ability to use the Internet and associated services.
- Ability to use computerized library catalogs and standard computer applications.
- Valid driver's license.
- Ability to have a flexible schedule.
- 17 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 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

- Bachelor's degree.
- Bilingual.
- Experience working in a youth environment.
- Working knowledge of social media platforms.

## SERVICE CONDITIONS

- Work most often is performed in an office or library environment. Some outdoor activity required at outreach events in a variety of weather conditions (e.g., rain, heat, sun).

## PHYSICAL & INTELLECTUAL DEMANDS

- Work may require bending, hearing voice conversation, keyboarding, kneeling, lifting up to 20 pounds, pushing, reaching, standing, and walking.

## EQUIPMENT USED

- Including, but not limited to, copy machine, computer, telephone, pop-up canopy, knives, scissors, needles, paper cutters, hole-punches, book carts, and hand trucks.

## TRANSPORTATION INFORMATION

- Project site is accessible by public transportation and/or bike.
- Parking permit is provided for personal vehicle.
- Organizational vehicle is provided for service activities and transporting library staff and volunteers.

## MEMBER BENEFITS INCLUDE

- \$15,100.00 living allowance paid over the 11-month service term (approx. \$1,372.72 monthly, before taxes).

- \$6,345.00 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).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities
- Access to City of Roseburg gym facility.

## 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, 2021

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.

### STEP 1: Apply to United Communities AmeriCorps:

- Submit [AmeriCorps Application](#)
- To find this position, click on “Advanced Opportunity Search” and search “UCA” in Program Name
- Submit application, UCA will then forward it to site supervisor for review who then waits for items in Step 2

### STEP 2: Apply to Project Site Supervisor:

*Conducts first round interviews on a rolling basis and recommends top candidates to UCA*

Email the following items to [adavid@cityofroseburg.org](mailto:adavid@cityofroseburg.org):

- Resume
- Cover Letter (1 page)
- Contact information for three References (name, title, relationship, email, & phone)

STEP 3: The Project Site Supervisor submits top applicants to UCA for a second interview. Once top applicant interviews are complete, applicants will be notified of selection decision.

## QUESTIONS ABOUT THIS POSITION? CONTACT:

Kris Wiley

Director | Roseburg Public Library

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541-492-7051 | [kwiley@cityofroseburg.org](mailto:kwiley@cityofroseburg.org)

## QUESTIONS ABOUT AMERICORPS? CONTACT:

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