

RECRUIT HIPPO – AMERICORPS POSITION

SOWIB is recruiting for an individual to lead enhancements to our existing "Recruit Hippo" program from September 1, 2021 through July 31, 2022. This opportunity is provided in partnership with AmeriCorps.

Recruit Hippo provides career planning service to regional non-college-bound youth in 30 high schools in Coos, Curry and Douglas Counties. The selected candidate will expand the program's capacity for volunteer engagement, produce youth outreach materials (social posts, videos, Tik-Toks, print materials) and assist with planning and delivery of career-readiness workshops. We are especially interested in candidates familiar with education and workforce challenges in rural communities. The AmeriCorps member will be stationed in Coos Bay, with mileage reimbursement for use of own vehicle for frequent required travel within the region.

To be considered for this position, please email the following to kstevens@sowib.org:

Resume

One-page cover letter

List of 3 references, including name, title, relationship, and phone and contact information.

Applications will be accepted until July 16, 2021, with the preferred candidate notified shortly thereafter. If selected by SOWIB, the applicant must complete AmeriCorps enrollment by mandatory service start date of September 1, 2021. It is NOT necessary to complete an AmeriCorps application at this time.

Complete position description (as it will appear on AmeriCorps website):



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

Recruit Hippo Volunteer Expansion Lead

PROJECT HOST SITE

sowib.org (organization); see also recruithippo.com (specific to program in which member will be placed)

PROJECT LOCATION

Coos and Curry Counties, Oregon

POSITION SUMMARY

The Recruit Hippo (Helping Individuals Pursue Professional Opportunities) Volunteer Expansion Lead facilitates capacity growth for the Recruit Hippo education program by (1) improving our capacity to assure that volunteers providing services and facilities for the Recruit Hippo program enjoy a consistently positive and efficient experience, from initial engagement with the program through preparation and actual service delivery; and (2) by assisting Youth Talent Advisors with program engagement via production of outreach materials (social posts, videos, Tik-Toks, print materials) for recruitment of youth participants and planning and delivery of workshops and other services. The Recruit Hippo Engagement Enhancer may also have opportunities to participate in further development of the program, as interest has grown rapidly since its introduction in fall 2019 and we face greatly increased demand for program services and volunteer participation in the 2021-22 school year. The individual hired for this position is expected to enhance our existing strong community partnerships to encourage repeat volunteerism, support recruitment of additional volunteers and assist in outreach, which can include development and delivery of workshops meeting students’ needs. All activities must be executed consistent with our organization’s reputation for excellence, approachability, and professionalism. The Recruit Hippo Engagement Enhancer is expected to serve in a highly collaborative and constructive manner with staff and members of board and the general public.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Familiarize self with existing program volunteer roles, internship opportunities, and factors that may encourage continued or greater volunteer participation by employers, school administrators and youth.
- Support Recruit Hippo outreach through creation of new messaging using social and other communications media.
- Create simple internship promotion/ guidelines for volunteer employers based on advice from SOWIB's Business Service Advisors and Youth Talent Advisors and examples of similar handbooks (collected by member).
- Work in collaboration with Youth Talent Advisors toward region-wide agreement among schools for terms of student participation in internships.
- Assist in preparation and delivery of workplace tours.
- Option to prepare and deliver at least two youth job search or job-readiness skills workshops approved by supervisor.
- Implement and/or develop systems to further 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)

- Incidental logistical assistance to Youth Talent Advisors if necessitated by circumstances.

POSITION REQUIREMENTS

- Genuine commitment to expanding non-college-bound youth awareness of benefits and opportunities resulting from high school completion, and to helping them to identify and prepare for their desired levels of secondary and post-secondary education and training.
- Excellent written and verbal communication and comprehension when interacting with individuals and groups; very high team-oriented collaborative attitude.
- Demonstrated self-starter, resourceful, creative problem solver able to recognize when to seek guidance; able to accept constructive criticism.
- Ability to self-pace and produce on deadlines.
- Familiarity with core Office programs and experience producing at least two forms of social media content.
- Maintain professional manner and appearance consistent with regional standards.
- Must have own vehicle for service delivery, valid driver's license, clean driving record and ability to pass drug test (mileage for service-related driving will be compensated at federal rate).
- 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

- Experience working with high school youth, especially low income, rural or other underserved population.
- College degree in Education or similar field preferred but will consider other applicants.
- Experience living and working in a rural location or non-urban setting.
- Ability to speak Spanish, and/or affiliation with a federally-recognized tribe (not required but considered a plus).

SERVICE CONDITIONS

Coastal Coos and Curry Counties, in southwestern Oregon, are highly rural, somewhat isolated, and offer ocean beaches and interior landscapes of great natural beauty. The AmeriCorps member will work in a variety of educational environments, both within schools and other community educational locations, with some activities conducted outside or in experiential work environments with direct learning opportunities and possible hands-on learning.

PHYSICAL & INTELLECTUAL DEMANDS

This position requires an individual who can work independently, exercise appropriate judgment and resourcefulness, and accomplish travel without sponsor accompaniment to locations throughout highly rural area.

The individual should be able to quickly and accurately synthesize information from diverse sources and develop and maintain professional, positive relationships with community members, co-workers, volunteers and youth.

EQUIPMENT USED

Computer, Phone, Printer, Copier

TRANSPORTATION INFORMATION

The member must have reliable access to a private vehicle. The member must travel extensively within the region to provide services; public transportation is virtually non-existent and is not a realistic option. We will provide the member with a mileage reporting form and will compensate mileage at the federal rate.

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).
- Childcare allowance for those who qualify.
- Professional development, trainings, and networking opportunities
- SOWIB recognizes that transportation to, from and within the region can pose special challenges and is prepared to make reasonable adjustments to distribution of service hours with reasonable notice so long as net minimum service is provided.

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.

The preferred candidate will be identified by July 31, 2021 and must have been completed AmeriCorps enrollment by the start of service on September 1, 2021.