



## **AMERICORPS PROGRAM COORDINATOR – YOUTH PROGRAM & FAMILY PROGRAMS**

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### **About Hands On**

Hands On provides a community of volunteers with a variety of meaningful opportunities for service at over 350 community-based organizations in the Portland area. Hands On is part of a national organization called Hands On Network. There are currently over 30 Hands On Network affiliates and over 120,000 volunteers nationwide.

Here's a great opportunity to join the fun and energetic team at Hands On. This position will coordinate the Youth and Family & TEEN programs and will coordinate school projects. This is a partial-year position; the member must complete 900 hours of service by July 31, 2008.

### **Job Description**

- Work with Partner Agencies to develop volunteer projects.
- Develop, manage, lead school projects
- Monitor feedback from administrators and volunteers regarding projects.
- Outreach and recruit volunteers via websites, PTA meetings, and neighborhood meetings.
- Deliver tools to projects.
- Coordinate project proposals and maintain database of projects.
- Create and manage youth & family-friendly volunteer projects.
- Work with partner agencies to develop youth friendly projects
- Lead youth trainings with Volunteer Services Coordinator, including youth PL trainings
- Manage project aspect of April service day with CampFire Youth

### **Skills and qualifications requested**

- Strong customer service skills. Passion for working with people and building relationships.
- Excellent verbal and written communication skills.
- Ability and willingness to be innovative and stretch the limits of current Hands On project parameters.
- Familiarity with the internet and other technical applications, such as Microsoft Office.
- Willingness to learn.
- Passion for the Hands On mission

### **Benefits**

- Learn new skills: basics of volunteer database operation, communication, best practices in volunteer management, project development, event coordination, recruitment techniques, group process, strategic planning, work plan development and implementation.
- Gain an exceptional amount of knowledge about the Portland nonprofit community.
- Work in an innovative, fun and fast-paced environment.

During their service, members receive a modest living allowance of medical insurance, & loan forbearance. Upon successful completion of the term of service, eligible members receive an education award of \$1,000-\$4,725 which can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.

### **How to apply:**

Email a current resume and cover letter to [mindy@handsonportland.org](mailto:mindy@handsonportland.org). Closes November 16, 2007. No calls, please!