

WACC AmeriCorps VISTA Position Description

Host Site Name: Western Washington University
Department: Woodring College of Education

Project Title: Learning in Community and Schools

Position Title: LinCS Coordinator

Project Supervisor: Kate Foster, LinCS Specialist

Position Summary:

The 2017-18 VISTA member will advance the work of the WWU Woodring College of Education (WCE) Learning in Community and Schools (LinCS) by coordinating well-organized and meaningful service-learning opportunities for Woodring teacher candidates and other college students. Deepen the commitment of Woodring to offer strong field based experiences to teacher candidates while providing essential academic and social-emotional services to some of the most economically disadvantaged K-12 youth in our community.

Major responsibilities and activities:

- Recruit, train and support college service-learners to engage with youth in before, during and after school academic and social-emotional programs in schools and the community.
- Visit college students and youth on site.
- Integrate deeper sustainability into the LinCS program, including developing existing and new faculty and school/community partnerships and WCE teacher candidate 1:1 service-learning mentoring.
- Streamline quarterly placement process using Excel and database technology.
- Collect, analyze and report data.
- Collaborate with other VISTA and AmeriCorps members to design and implement quarterly Service Days (for example, the MLK Jr. Day of Service).
- Coordinate meetings for AmeriCorps and VISTA teams placed with LinCS and in the schools.
- Participate in all WACC trainings.
- Provide programming sustainability support to school and/or community partners during the summer.
- Other duties as assigned.

Term of service: 365 days, averaging 40 hrs /week

Location: Bellingham, WA

Qualifications:

- Associate or Bachelor's Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations.
- Proficient in Google platform, MS Office
- Proficient in database management
- Ability to organize, prioritize and perform multiple work assignments
- Professionalism
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check

AmeriCorps VISTA benefits:

- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service \$5,815 Education Award or \$1,500 end-of-term cash award
- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to pre-service orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Site specific benefits:

- WWU library and technology access
- Eligible for reduced rate/hours for Wade Recreation Center (currently \$30 per quarter, paid by VISTA member, subject to change)
- Campus wide training opportunities at no cost
- Career support services available on site

Equal Opportunity and Non-discrimination

Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status in its programs or activities, including employment, admissions, and educational programs. See Western's [Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](http://www.wwu.edu/policies/policy1000.shtml) (POL-U1600.02): <http://www.wwu.edu/policies/policy1000.shtml>

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.