

Campus Compact of Oregon AmeriCorps VISTA Member Position Description

Host Site Name: First United Methodist Church of Portland
Department: The PSU Landing at FUMC
Location: Portland, OR
Website: <https://fumcpdx.org/landing/>
Position Title: Volunteer Coordinator

Summary of Position and Project Goal:

In partnership with The PSU Landing at FUMC, the VISTA member will develop a framework for a Volunteer Coordinator position, creating systems and procedures for future Volunteer Coordinators to onboard and manage applicants as part of a scalable and sustainable Volunteer Program. This VISTA project will strengthen The Landing's internal capacity and organizational development, building a strong coalition of diverse volunteers committed to supporting students experiencing housing insecurity and homelessness. This will help The Landing reach higher levels of community engagement, facilitate the recruitment and retention of future volunteers, advocate for equity on campus, and support the well-being of low-income and marginalized students.

Essential Responsibilities/Activities:

- Become familiar with the current volunteer intake process
- Work with a supervisor to create an improved intake mechanism
- Establish a point of contact for applicants
- Outline the screening process for new volunteers
- Identify the appropriate curriculum for training volunteers
- Establish benchmarks for tracking volunteer performance for the purposes of transparent communication and consistent feedback
- Determine and/or develop the best platforms for executing the above tasks and procedures
- Author documentation on the intake process and the workflows in place to manage volunteers
- Build leadership development capacity by keeping track of best practices, allowing for more efficiency in fulfilling The PSU Landing's mission

Marginal Responsibilities:

- Become familiar with The PSU Landing's current partners, staff, and volunteers
- Learn more about The PSU Landing's day-to-day work with student residents, including what's needed for the daily operation of our organization, the life cycle of our student residents, and the variety of resources, support, and care provided to student residents

AmeriCorps VISTA Member Responsibilities:

- Attend all Campus Compact of Oregon AmeriCorps VISTA required training and events.
- Complete and submit all Campus Compact of Oregon AmeriCorps VISTA required progress reports, timesheets, and other paperwork.

Required Qualifications:

- 18 years and older
- Must have at least an Associates Degree or equivalent credits
- Demonstrate a commitment to or willingness to explore issues of racial justice and equity
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for 365 days
- Ability to pass a criminal history background check

Site Specific Requirements:

- Must have the mobility to navigate two flights of stairs on a regular basis

AmeriCorps VISTA Member Benefits: ([VIEW VISTA LIVING ALLOWANCES BY COUNTY](#))

- A living allowance of \$674.66 bi-weekly (for VISTAs serving in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
- A living allowance of \$575.40 bi-weekly (for VISTAs serving in any other county of Oregon)
- An education award of \$6,495 or cash stipend of \$1,800 upon successful completion of service
- Relocation allowance of \$550 and mileage - based reimbursement if moving more than 50 miles to serve
- Health benefits
- Loan forbearance and interest accrual payment on qualified student loans
- Child care (if eligible)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums
- Federal jobs non-competitive eligibility for one year after service

Site Specific Benefits:

- A free on-site apartment (unfurnished), with water expenses covered
- Cell phone (and related expenses covered)
- Access to an on-site food pantry for supplemental food items (3x a week)