Youth Development & Literacy Coordinator
Position Description

Reports to: Director, Linfield Community Engagement & Service
Also works with student directors & AmeriCorps VISTA

Compensation: $600 stipend, $1,132 Students in Service Education Award (contingent upon completion of 300 hours of service)

Approximate Workload: 6-8 hours per week; may include evening and weekend hours
Mandatory training on May 7; Aug. 25 & 26

JOB SUMMARY
The Youth Development & Literacy Coordinator will coordinate, publicize, and recruit volunteers for service opportunities focusing on these issues as well as support general CES programming and office. Will plan and implement an Alternative Spring Break program focused on youth.

RESPONSIBILITIES
• Coordinate, publicize, and recruit volunteers for Children in the Community reading program and SMART, as well as other related service opportunities with youth
• Volunteer 3-4 hours/week at a community organization related to youth development or literacy
• Liaison with elementary school PTAs to recruit volunteers for one-time and ongoing volunteer opportunities and strengthen partnerships
• Assist in the planning of an awareness week or event focusing on literacy in the spring
• Plan 1-2 projects for three days of service (fall, January, spring)
• Liaison with relevant on-campus groups, departments to coordinate service & awareness activities
• Plan and run an Alternative Spring Break focused on youth development & literacy
• Assist with general office tasks such as updating Facebook page, volunteer opportunities database, filing, and hours tracking
• Work collaboratively with fellow coordinators, student directors to provide high-quality community engagement and service opportunities for Linfield community members

QUALIFICATIONS
• Ability to work collaboratively and professionally with office staff, college students, faculty, other departments, and community-based organization representatives
• Some knowledge & experience in community engagement and service
• Interest & some experience in or knowledge of youth development & literacy
• Some experience in event planning
• Comfortable providing leadership to other college students
• Strong organizational, communication, and interpersonal skills
• Self motivated, able to work independently with attention to detail
• Strong computer skills (MS Office) and basic Clerical Skills
• Willingness to be trained in office procedures, software, etc