



## UNITED COMMUNITIES AMERICORPS

United Communities AmeriCorps (UCA) members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. 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

**December 1, 2023 – July 31, 2024**

**(Full-time; 8 months – 1200 hours)**

### POSITION TITLE

**Career & Mobile Simulator Coach**

### PROJECT HOST SITE

**Southwestern Oregon Workforce Investment Board**

### PROJECT LOCATION

**Coos Bay or Roseburg**

### POSITION SUMMARY

Join SOWIB's Youth Employment Program, **Recruit HIPPO (Helping Individuals Pursue Professional Opportunities)**. Recruit HIPPO is an in-school youth program serving youth 16-24 years of age promoting career awareness and employment opportunities to students. Help support the work of the Youth Employment Advisors embedded into local high schools through work readiness training, industry tours and work experiences. Recruit HIPPO combines technology with personal connection to ensure that each student has a plan post-graduation.

On the road you'll create exposure for youth to the commercial truck driving industry with a fully realistic simulator from the video game American Truck Simulator in a Sprinter Van. You will have the opportunity to travel around the beautiful Oregon coast, from the beaches to the mountains, visiting high schools, community events, county fairs, and industry events providing local youth the opportunity to experience and operate the simulator, while managing their overall experience. Giving youth the chance to get behind the wheel and experience what it's like to drive a commercial vehicle.

**Join us in making a difference in the lives of SW Oregon's youth!**

### ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Travel to various high schools, community events, county fairs, and industry events throughout SW Oregon, to provide youth with the opportunity to experience driving a commercial vehicle through the Mobile Simulator Van and the American Truck Driving simulator.
- Ensure the Mobile Simulator Van, the American Truck Driving simulator, and technology are clean, organized, and maintained in excellent working condition.
- Collaborate with Youth Employment Advisors to promote career awareness and employment opportunities to local high school students.

- Assist Youth Employment Advisors in developing and delivering work readiness workshops (to include resume writing, interviews, assessments, and virtual reality headsets), classroom presentations and one on one student meetings.
- Facilitate training, industry tours, internships for credit and work experiences.
- Maintain accurate records and data on program activities and participant engagement.
- Ensure compliance with program guidelines, policies, and procedure.
- Implement and/or develop systems to inform Volunteer Management Goals.
- Complete and submit all necessary UCA paperwork and reports in a timely manner.
- Attend and complete all UCA training and service requirements including orientation, training, 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)

- Attend team meetings and training sessions
- Maintain accurate records of simulator usage and participant feedback
- Collaborate with Youth Employment Advisors to promote career awareness and employment opportunities
- Assist with program outreach and recruitment efforts
- Participate in program evaluation and continuous improvement efforts
- Other duties as assigned by supervisor

#### **POSITION REQUIREMENTS**

Valid driver's license with a clean driving record

- Willingness to travel to various locations throughout SW Oregon
- Willingness to learn new skills and adapt to new technologies
- Flexibility to adapt to changing schedules and locations
- Ability to pass a background check
- Strong computer and technical skills
- Ability to work on evenings or weekends (as needed for events)
- Ability to work independently and as a team player.
- Attention to detail and strong organizational skills.
- 17 years of age or older, at the beginning of the 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**

- Excellent communication and interpersonal skills
- Knowledge or interest of commercial truck driving industry is a plus.
- Previous Experience Working with Youth
- Positive attitude and enthusiasm for working with youth and promoting career readiness.

#### **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 regional population includes members of two of Oregon's nine federally recognized tribes and a small Hispanic component but is at least 94% white. Almost every town and unincorporated rural center is situated next to or within a few miles of the ocean, with temperatures typically ranging between 40 and 75 degrees year round. The area experiences extensive periods of clouds and

occasionally very heavy rain from approximately late October through mid-May, with little or no precipitation June through September.

- Most towns have fewer than 5,000 residents, and are separated from each other by at least 25 minutes' drive. Access to a private vehicle is essential, as little or no public transportation or ride service (other than taxis) is available.
- The largest metropolitan area in Coos and Curry Counties is Coos Bay-North Bend, with approximately 35,000 residents. The closest larger city is more than two hours' drive away. (That city, Eugene, has approximately 175,000 residents and is home to the University of Oregon main campus.)
- Social life in Coos and Curry Counties, especially for those under 30, tends to revolve year-round around outdoor recreation (hiking, surfing, mountain biking, kayaking, diving, fishing), and/or a small but vibrant creative arts and local music scene supported by locally owned coffee houses, brew pubs and independent performance venues. Organic, often locally produced food and high-quality coffee is readily available. Clothing and household supplies can be purchased primarily at one of a few chain grocery and "big box" stores, or on-line. Young, often in-migrating college graduates hold various permanent and limited-duration positions throughout the region, especially in the health care and natural resource sectors, but overall rates of educational attainment are lower than state average.

#### **PHYSICAL & INTELLECTUAL DEMANDS**

- This position requires an individual who can work independently, exercise appropriate judgment and resourcefulness, and does not require assistance comprehending or digesting written materials
- The individual should be able to quickly and accurately synthesize information from diverse sources and develop and maintain professional appropriate relationships with co-workers, volunteers and youth

#### **EQUIPMENT USED**

- Vehicle, Computer, Simulator, Phone, VR Headset

#### **TRANSPORTATION INFORMATION**

- The member should have reliable access to a private vehicle. 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**

- \$12,705.88 living allowance paid over the 8-month service term (approx. \$747.40 bi-weekly, before taxes).
- \$4,826.50 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).
- Child care allowance for those who qualify.
- Professional development, trainings, and networking opportunities

#### **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 accommodation for qualified individuals and conducts all activities in fully accessible settings.

## HOW TO APPLY

**Application Deadline:** November 15, 2023

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

**STEP 1: Apply to United Communities AmeriCorps:**

- Submit [AmeriCorps Application](#)
- To find this position, click on “Advanced Opportunity Search” and search “UCA” in Program Name
- Submit application, UCA will then forward it to site supervisor for review who then waits for items in Step 2

**STEP 2: Apply to Project Site Supervisor:**

*Conducts first round interviews on a rolling basis and recommends top candidates to UCA*

Email the following items to [info@sowib.org](mailto:info@sowib.org) :

- Resume
- Cover Letter (1 page)
- Contact information for three References (name, title, relationship, email, & phone)

STEP 3: The Project Site Supervisor submits top applicants to UCA for a second interview. Once top applicant interviews are complete, applicants will be notified of selection decision.

### QUESTIONS ABOUT THIS POSITION? CONTACT:

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OR

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### QUESTIONS ABOUT AMERICORPS? CONTACT:

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