

## WACC AmeriCorps VISTA Position Description

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**Host Site Name:** Western Washington University  
**Department:** Woodring College of Education  
**Position Title:** Sterling Meadows Education Coordinator

**Project Title:** Sterling Meadows Educational Enrichment  
**Project Supervisor:** Lindsey Karas, Sterling Meadows Resident Services Coordinator and Kate Foster, LinCS education specialist, WCE

### Position Summary:

The 2017-18 VISTA member will coordinate education programming with Sterling Meadows housing. Sterling Meadows is part of [Mercy Housing](#) and is a housing complex for agricultural and farmworker families, living at or below the poverty level. Most youth are bilingual in Spanish and English. Primary responsibilities will include formalizing the tools (volunteer orientation, timeline, and calendar) for the educational program to be accessible in following years, and possibly copied by other Mercy Housing communities. Volunteer management including training and supporting college student service-learners to provide homework help and support to K-12 youth living at Sterling Meadows. The VISTA member will also coordinate garden service projects and programming for the Sterling Paz Community Garden VISTA project.

### Major responsibilities and activities:

- Collaborate with the Woodring College of Education Learning in Community and Schools (LinCS) to recruit, train and support college service-learners to engage with youth in after school homework clubs with youth living at Sterling Meadows
- Integrate deeper sustainability into the Sterling Meadows education program by creating a repeatable set of tools (volunteer forms, orientation, recruitment guideline, timeline)
- Collect, analyze and report data of students accessing services, and volunteers providing tutoring and mentoring
- Write grants and help with fundraising
- Collaborate with other VISTA and AmeriCorps members to design and implement quarterly Service Days (for example, the MLK Jr. Day of Service)
- Participate in all WACC and VISTA trainings. Collaborate with schools and families
- Build program sustainability into the Sterling Paz Community Garden VISTA project
- Other duties as assigned

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

**Location:** Bellingham, WA

### Qualifications:

- Native Spanish speaker
- 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, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management
- Ability to organize, prioritize and perform multiple work assignments
- Experience working with youth in academic or youth development programs
- 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:**

WTA bus pass (paid by VISTA member), 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). Many onsite trainings available for professional development, at no cost to member.

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.