



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** Mid-September through mid-June.

**Length of Term:** 100 hours per month for a total of 900 hours from mid-September to mid-June

**Interviews:** Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

**Application Deadline:** September 1, 2008

**Position Title:** Youth Program Assistant (1 position)

**Project Sponsor:** High Desert Museum, Youth Programs Department, [www.highdesertmuseum.org](http://www.highdesertmuseum.org).

**Sponsoring Organization's Mission:** Through exhibits, wildlife, and living history, the High Desert Museum creates learning experiences to help audiences discover the connection to the past, their role in the present, and their responsibility to the future.

**Project Location:** High Desert Museum – 59800 S. Highway 97, Bend, OR 97702

**Transportation Information:** Member must provide personal transportation; mileage to offsite programs is reimbursed.

**Position Summary:** The Youth Programs Assistant will provide high quality and educational after school programming for elementary aged children. Through this experience, the LINKS member will gain valuable teaching and curriculum design skills while providing great experiences for the students and building the capacity of the High Desert Museum.

**General Responsibilities (to include, but not limited to):**

1. Development of education programs and program delivery.
2. Assist with the evaluation of programs and delivery techniques.
3. Training and support of youth and adult volunteers participating in program delivery.
4. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
5. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
6. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

**Requirements:**

1. Personal vehicle is required for service activities.
2. Must have a valid driver's license.
3. Ability to work with a wide variety of people.
4. LINKS members must be at least 17 years of age at the time of enrollment in the program.
5. U.S. citizen, national or lawful permanent resident.
6. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
7. Ability to commit to the full term of service for which they are applying.
8. Submit to a criminal history background check and National Sex Offender Registry search.
9. Regular and reliable attendance.

**Preferred Qualifications:**

1. Undergraduate classes in elementary education and/or natural and cultural history.
2. Previous experience teaching and/or working with children in an education setting.
3. Knowledge of the cultural and natural history of the high desert region.

**Member Benefits Include:**

- A taxable living allowance of approximately \$440 per month.
- Upon successful completion of a term of service, eligible members receive an education award of \$2,362. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable). Professional development, trainings, and networking opportunities.
- Ten percent discount at the High Desert Museum café and store.

## **How to apply:**

**Step 1** - Email your résumé to [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org) and to [gwenl@highdesertmuseum.org](mailto:gwenl@highdesertmuseum.org).

**Step 2** - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

**Questions about the project? Contact:** Gwen LaFond, Education Curator – Youth Programs, 541.382.4754 x.320, [gwenl@highdesertmuseum.org](mailto:gwenl@highdesertmuseum.org).

**Questions about AmeriCorps, LINKS or our recruitment process? Contact:**

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

[links.recruitment@esd112.org](mailto:links.recruitment@esd112.org)

**Unable to Apply On-line?** Click here: <http://www.esd112.org/links/resources.html>.

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[www.esd112.org/links](http://www.esd112.org/links)