



# **A.K.A. SCIENCE**

**A PROGRAM OF THE OREGON HEALTH CAREER CENTER**

## **AmeriCorps A.K.A. Science Program Specialist**

### **POSITION DESCRIPTION**

The A.K.A. Science Program Specialist will collaborate to coordinate our after school science program for elementary school youth. This includes instructing our fun, hands-on A.K.A. Science curriculum to youth weekly and increasing area business partnerships for in-kind supply donations to accommodate our planned program expansion. Further, the Program Specialist will increase the pool of A.K.A. Science volunteers and revise volunteer procedures (recruitment, training, monitoring, and retention) to meet the needs of the program expansion (volunteers will instruct A.K.A. Science classes and produce curriculum kits). The Program Specialist will be trained on volunteer recruitment and management as well as the A.K.A. Science curriculum and instruction methods.

### **ESSENTIAL RESPONSIBILITIES**

- Prepare for & deliver established after school science curriculum to elementary school youth.
- Collaborate to develop & implement a strategy to increase & retain volunteers to support our current program and planned expansion. Strategy will include expansion of partnerships with business & service club groups to assemble kits & instruct after school science classes.
- Revise volunteer training manual and procedure guide to reflect volunteer expansion.
- Recruit, train, monitor, and retain volunteers to instruct A.K.A. Science classes.
- Recruit, train, monitor, and retain volunteer production of curriculum kits.
- Track volunteer and program participant information and activities in program database.
- Expand in-kind supply donations for A.K.A. Science program.
- Conduct outreach activities to publicize program activities to youth, parents and volunteers (classroom visits, meetings, signs, etc.).
- Complete general office duties related to position (mailings, phone calls, etc.); limited to 10%.
- Complete & submit in a timely manner OSSC/AmeriCorps required reports & time sheets.
- Attend OSSC/AmeriCorps sponsored orientation, trainings, meetings & disaster response.

### **DESIRABLE QUALIFICATIONS**

- An independent, self-motivated, creative & resourceful individual who enjoys working with diverse groups of people.
- Experience and/or desire to recruit and manage volunteers.
- Experience working with youth in educational programs.
- Strong organizational and interpersonal communication skills.
- Willingness to be available for a flexible schedule, including some evenings and/or weekends.
- A cooperative manner and the ability to work as part of a team.
- A Bachelor's degree in Education, Science, Social Services, or a related field is preferred.
- Comfortable with computers, proficient with Windows Office Suite and database programs. Adobe Suite (Photoshop, InDesign) experience preferred.
- Valid driver's license & good driving record. (Company vehicle provided for program travel.)
- Must complete and pass criminal background check.

## **EXPERIENCE AND TRAINING**

Requires high school diploma or equivalent. Bachelor's degree is preferred.

## **SCOPE OF SERVICE**

This is an AmeriCorps position, which runs from September 1, 2010 to July 29<sup>th</sup>, 2011. In return for 1,700 hours of service, the AmeriCorps member will receive a \$5,350 education award for future tuition or payment on qualified student loans (taxed), a living allowance ( \$11,800 over 11 months, which is taxed), medical insurance, loan forbearance on qualified student loans and child-care (if qualified). On average, this is a 40-hour per week position. Generally, hours are Monday thru Friday, although some occasional weekends are required. You or your driver must have a valid driver's license and provide proof of insurance. You must be willing to travel off-site to perform site visits, teach classes, and/or purchase kit supplies. Our offices, meeting spaces and vehicles are non-smoking environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the general duties.

## **THE AGENCY**

The **Oregon Health Career Center (OHCC)** is a private, nonprofit organization that works closely with the education and healthcare communities to address Oregon's healthcare workforce shortage issues, with a particular emphasis on diversity. We develop and operate programs for adult learners, and health career and academic programs for k-16 students. We are particularly interested in diversifying the workforce to more accurately reflect the demographic composition of our State's population. We serve all of Oregon and Southwest Washington from our offices in Wilsonville, OR.

## **A.K.A. SCIENCE PROGRAM DESCRIPTION**

The A.K.A. Science Program is a hands-on, inquiry-based, after school science program for students in grades k-6. The program was developed to engage students in science and the learning process for a lifetime. It uses structured yet playful hands-on activities to encourage observation of the world through exploration. A.K.A. Science meets at schools throughout the Portland area one hour each week. Classes are offered in eight week sessions, three times per school year: fall, winter, and spring. The program offers a three-year cycle of classes in rotation so children can continually participate without repeating. Classes are lead by schoolteachers, parents, and other volunteers. OHCC trains A.K.A. Science leaders in innovative teaching methods and provides them with the curriculum and all supplies needed in a kit each term.

## **TO APPLY**

**Application is encouraged by July 9th, 2010.** Please complete and submit the AmeriCorps application at [http://www.americorps.gov/for\\_individuals/ready/index.asp](http://www.americorps.gov/for_individuals/ready/index.asp). Make sure you select the OSSC Oregon Health Career Center A.K.A. Science Program Specialist position. Please also submit your resume and a cover letter to:

**Oregon Health Career Center  
ATTN: Sarah Andersen  
25195 SW Parkway Avenue, Suite 204  
Wilsonville, Oregon 97070  
Phone: (503) 682-1300 ext. 102 Fax: (503) 682-1311  
Email: [sandersen@ohcc.org](mailto:sandersen@ohcc.org)  
Web address: [www.ohcc.org](http://www.ohcc.org)**

*It is the policy of Oregon Health Career Center to provide equal employment opportunity to all employees and applicants for employment without regard to an individual's race, color, religion, age, sex, national origin, sexual orientation, physical or mental disability, marital status, or veteran status.*