

Colton Grainger  
1127 Hammock St  
Houston, TX 77009

May 30, 2017

Stacy Hicks  
1211 4th Ave E  
Olympia, WA 98506

Coordinator Hicks,

I am enthusiastic to learn more about working as a Training and Volunteer Coordinator in the Pierce County Medical Reserve Corps.

I am curious if the skills I have developed in refugee medical care is transferrable to what is required as an AmeriCorps VISTA. I have served 1 year in the Texas Episcopal Service Corps, and most of my year has been in direct service to clients.

- How does an AmeriCorps VISTA's responsibility to "build capacity" differ from direct service?
- What populations does the Pierce County Medical Reserve Corps support?

I work now on a small team to support refugees with complex medical conditions. Each month, I interact with 40 clients and write 100 case notes. For clients, I arrange medical appointments, transportation and interpretation. I am also responsible for low-income healthcare applications. In emergency situations, I accompany clients to safety net services.

- What are the Training and Volunteer Coordinator's responsibilities in comparison?

I forward this information to you with hope to begin a correspondence.

Thank you!

Colton Grainger

**OBJECTIVE** To fill the AmeriCorps VISTA position as a Training and Volunteer Coordinator in the Pierce County Medical Reserve Corps.

**SUMMARY OF QUALIFICATIONS**

- 1 year of clerical experience in refugee medical care & case management.
- Working knowledge of indigent healthcare and public benefit programs.
- Ability to balance client services and administrative responsibilities.

**EDUCATION** **B.S. in Mathematics-Physics** May 2016  
*The College of Idaho, Caldwell, ID*

- Minors: History, English Literature and German Language.

**PROFESSIONAL EXPERIENCE** **Clerk — Refugee Medical Care** September 2016 – July 2017  
*YMCA International Services, Houston, TX*

- Supported 7 staff over 240 client cases (60 health, 180 social adjustment).
- Obtained low-income healthcare for 30 cases and rental assistance for 5 cases.
- Trained volunteers to accompany clients to medical appointments.
- Reached out to safety-net service providers & maintained resource networks.

**Grading Assistant** September 2015 – December 2015  
*The College of Idaho*

- Corrected weekly assignments for 25 general physics students.
- Corresponded with faculty to ensure objective and accurate grading.

**Dishwasher & Server** Summers 2012, 2013, Fall 2015  
*The Griddle, Meridian, ID*

- Trained new staff for the front of house and kitchen.

**COMMUNITY INVOLVEMENT** **Service Corps Fellow** August 2016 – July 2017  
*Texas Episcopal Service Corps, Houston, TX*

- Completed a year of service while living in community.
- Attended colloquia on HIV outreach and refugee resettlement.

**JOB RELATED COMPETENCIES**

<p><i>Volunteer Coordination</i></p> <ul style="list-style-type: none"> <li>• Ability to recruit</li> <li>• Logistical attention</li> </ul> <p><i>Social Services</i></p> <ul style="list-style-type: none"> <li>• Excellent case notes</li> </ul>	<p><i>Technology</i></p> <ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• Google Drive</li> <li>• HTML5 &amp; CSS</li> <li>• Website hosting</li> </ul>
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**AWARDS** **YMCA Volunteer of the Month** for securing rental assistance. January 2017