

## Full-Time AmeriCorps VISTA Member – Community Engagement Specialist

- Volunteer Liaison, Partnership Building, Donor Relations, Communications

### Site-Specific Duties/Responsibilities:

- Make connections with community members and potential volunteers for program enhancement and outreach.
- Develop policies and procedures for the recruitment, screening, training, and supervision of volunteers.
- Lead volunteer orientation process to support programming for youth development projects.
- Establish volunteer management infrastructure to ensure consistency and sustainability.
- Develop a strategic social media plan to garner more community support.
- Develop an intentional plan for bolstering page likes and follows on social media pages.
- Establish levels of engagement of current donors and volunteers to increase their giving capacity.
- Develop a regular schedule for acknowledging volunteer effort and donor contributions.
- Design events and promotions (flyers, social media posts) that celebrate the successes of the program and publicize its availability to youth and families.
- Exhibit electronic media/social media/print media skills.
- Complete and submit timesheets and Great Stories on a monthly basis.
- Exhibit strong work-ethic, ability to self-start, and the ability to work independently.
- Participate in annual days of service and community events:
  - MLK Jr. Day of Service (January)
  - Pride Con (April)
  - AmeriCorps Week (March)
  - Festival of Flowers (May)
  - Ride 4 Youth (September / October)
  - Adopt a Family Project (December)

### Eligibility and Abilities:

- Be at least 18 years of age at the commencement of service.
- Have a college degree OR 3-year's work experience required.
- Be a U.S. Citizen, national, or lawful permanent resident of the United States
- Must have at least 5-years of licensed driving experience
  - (if this isn't the case for you, please talk with us about options)
- Member will have recurring access to vulnerable populations. Successful completion and clearance of required background checks including:
  - 1) Nationwide National Sex Offender check
  - 2) Statewide Criminal History check
  - 3) Fingerprint-based FBI check
- Ability to serve approximately 36-40 hours per week for 48 weeks from May 9th 2022 – May 2023. Typical days of service: Monday – Friday. Typical hours of service range from 9:00am – 8:00pm depending on the day.
  - Occasional work during evening hours and weekends may be required.
  - No service on holidays is anticipated.

- Members should serve from an agency office. Serving while at home is not allowed. Vacation time, sick time and holidays are not counted toward the hours needed to complete the term. Of these hours, a maximum of twenty percent (20%) may be spent in training (45 CFR § 2520.50) and a maximum of ten percent (10%) may be spent fundraising (45 CFR § 2520.45).
- Site Supervisors will perform mid-term and end of term evaluations for members during the term of service.
- Participate in AmeriCorps Orientation, Citizenship, Disaster Response, Communication, Volunteer Management, Life After AmeriCorps, Substance Abuse Prevention Skills Training (SAPST), and Sustainability Planning training.
- Participate in youth development and training, i.e., Mental Health First Aid, CPR + First Aid, and other youth development training.
- Respect confidentiality of involved persons, staff, and AmeriCorps members.

### **Benefits**

For a full-time commitment of 36-40 hours/week for one full year, the member will receive:

- A taxable living allowance of \$15,002 per program year.
- Student loan forbearance on qualified student loans.
- A \$6,195 educational award OR \$1,800 cash stipend at the end of a successfully completed service term.
- Diverse training opportunities.
- Health care coverage for full-time members.
- Post-service job referrals by networking with community and state partners.
- Gain hands-on experience working with a nonprofit organization.
- Leadership experience and skill development.
- Hands-on experience in a professional setting.
- Develop a life-long commitment to the value of service to others.

\*We believe in the power of diversity; people of color and LGBTQ+ individuals are encouraged to apply.

\*Please send Resumes and Cover Letters by March 16<sup>th</sup> to [uayjobs@unitedactionforyouth.org](mailto:uayjobs@unitedactionforyouth.org).

\*Interviews will be held between March 16<sup>th</sup> and March 31<sup>st</sup>.

Position Office Location: 1700 S. First Ave., Suite 14, Iowa Ave., Iowa City