

Full Time Volunteer Coordinator (Macro)

Member Name:

Term Length: 50 weeks

Service Location:

Subject to a 3-part criminal history check YES

Start Date:

End Date:

Living Allowance: \$18,000

Description of anticipated service schedule:

This position requires an average of 34 hours per week served , Monday through Friday between the hours of 8 am and 5 pm with occasional weekends and evenings required for special events.

* Sick or personal days are allowed, but members lose possible days to earn the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

*Personal time must be approved in advance by your site supervisor. If you are unable to serve due to illness, please contact your site supervisor as soon as you know you will be unable to meet your service.

Site Specific Member Service Activities:

- Attend 3 RISE AmeriCorps Trainings throughout the year
Collaborate with members and host sites to develop policies and best practices for its volunteer programs
Recruit, oversee, and train 26 volunteers to serve as mentors to active RISE members
Provide regular and as-needed orientations, trainings, and evaluations to volunteers and staff
Develop a volunteer recruitment strategy based off of community needs assessments
Disseminate information about upcoming events, awards, and community services
Supports a culture of volunteerism by ensuring proper acknowledgement, recognition and stewardship of contributions of the 300 volunteers engaged in partnered host sites
Maintain accurate and consistent data tracking to complete monthly reports for services administered
Communicate and serve with a diverse team of staff, AmeriCorps members, volunteers, partner families, and community members.
The program may require the member to engage in additional allowable activities that support the AmeriCorps program design and which help the program meet its goals as outlined in the approved AmeriCorps application. In no circumstance, will members be asked or allowed to perform prohibited activities.

Qualifications:

- Must be high school graduates, GED recipients, working on attaining a high school diploma or GED during term of service
Be 17 years or older at the start of service (no upper age limit)
Pass a national service criminal history check
Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

Benefits and Evaluation Requirements:

- Education Award received upon successful completion of their term of service.
Living Allowance
Health care, if applicable
Childcare coverage if the member qualifies
Student loan forbearance for eligible loans
Member Performance Evaluation requirements at the middle and end of the service

For more details about the benefits please refer to the Member Service Agreement

Member Signature

Program Representative Signature

Date

Date