



POSITION DESCRIPTION

TITLE: AmeriCorps Full-time Member, Volunteer Recruiter and Manager

STATUS: National grant program for service positions funded for 1 academic year

TERM OF SERVICE: Minimum of 1700 service and training hours in the 2011-2012 academic year. Term begins mid-August 2011. Service required Monday through Friday, minimum of 9 hours a day and 45 hours a week. Service days extend into after-school programs.

BENEFITS: \$600 Living Allowance Stipend per pay period (twice per month) while in service. Education Award of \$5,550 contingent upon completion of term. Health Insurance (medical, dental, prescription drug and vision allowance), childcare, AD&D and probable student loan forbearance.

SUPERVISOR: (Multiple) AmeriCorps Program Manager and Staff; Site Supervisor(s)

BASIC FUNCTION: Under the direction of the AmeriCorps Program Manager and assigned SBCEO Volunteer Program Manager, functions as a Volunteer Recruiter and Manager to help recruit and manage community members to serve as literacy tutors and in other school based activities. Serve as Volunteer Manager by recruiting business and community volunteers to fill school needs. Contact volunteers by phone and email to determine interests, availability, and geographic preference. Help develop and maintain relationships with volunteers. Provide training and support to volunteers in their placements. Track volunteer commitments, contact information, school requests, and completed volunteer hours in a database. Present to businesses and school staff to increase participation in volunteer recruitment program.

ESSENTIAL DUTIES:

- Recruitment and management of volunteers – both ongoing and for episodic events – in keeping with needs of local schools.
- Serve as a liaison between AmeriCorps members at school sites and the Volunteer Program of the non-profit Partners In Education to develop the school's volunteer program.
- Contact volunteers by phone and email to determine interests, availability, and geographic preference.
- Assist volunteers in navigating the screening process (live scan, TB test) of entering a school.
- Assist with training volunteers to be ready to serve in a classroom or non-profit organization.
- Track volunteer commitments, contact information, non-profit and school requests, and completed volunteer hours in a database.
- Follow up with volunteers and sites to evaluate volunteers and activities.
- Present to community members/businesses and school staff to increase participation in volunteer recruitment program.
- Design and maintain systems of recognition and thank you for volunteers.
- Assist with outreach via social media tools and online volunteer sign up sites.
- Assist with AmeriCorps and volunteer recruitment promotional activities.
- Assist with newsletter production and distribution.
- Prepare reports on volunteer involvement and school use of volunteers.
- Complete required program documentation in an accurate and timely manner.
- Attend required training sessions, workshops and service events.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- High school diploma or GED required; college degree preferred.
- A sincere interest in recruiting and managing volunteers to meet school needs.
- Experience with volunteer generation and management preferred.
- AmeriCorps is seeking candidates who are comfortable with and competent to serve as volunteer recruiters and managers to assist children and youth.

KNOWLEDGE OF:

- Correct usage of English including grammar, spelling, punctuation, vocabulary and pronunciation.
- Oral and written communication skills.
- Volunteer generation and management practices.
- Report writing, record keeping and data compilation methods.
- Youth grade level and developmental needs.
- Internet communication, internet search and computer skills.

ABILITY TO:

- Coordinate and implement a volunteer program.
- Establish and maintain effective working relationships with school personnel, students, co-workers, the public and community groups.
- Communicate effectively both orally, in writing and via computer e-mail. Make presentations.
- Maintain electronic records and prepare reports.
- Ability to complete paperwork in a timely and clear manner. Ability to use office machines.
- Meet schedules and time lines.
- Work independently and follow supervisor(s) direction.
- Comply with all AmeriCorps and school district standards and guidelines.
- Use internet communication and basic computer programs.

SITE CONDITIONS:

- Office and school environment; regular travel to businesses, schools and community events.
- Ability to stand and sit for extended periods of time.
- Driving to community locations; reliable personal vehicle is required.

GENERAL REQUIREMENTS (upon offer of opportunity):

- Satisfactory background check; evidence of freedom from active tuberculosis.
- Documentation (U.S. birth certificate or passport) or proof of status as a lawful permanent resident of the U.S., which verifies identity and authorizes his/her right to offer AmeriCorps service in the U.S.
- Certification of any diplomas or degrees indicated as a position qualification.
- Certification of automobile insurance.

For more information contact Tom Spadaro 805-964-4710, x 4405
applecorps@sbceo.org or www.americorpstutors.org

An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Work Place

Accommodation for people with disAbilities: If you are in need of special services or facilities due to a disAbility in order to apply or interview for this position, please call the AmeriCorps Office of the Santa Barbara County Education Office at (805) 964-4710, x 4405.