



## AmeriCorps Coordinator



- Project Sponsors:** United Way of Dane County is the lead organization. We partner on this project with four agencies: Urban League of Greater Madison, Financial Education Center, Madison-area Urban Ministry, and Exchange Center for the Prevention of Child Abuse.
- Position Title:** AmeriCorps Coordinator
- Reports to:** Director of Strategic Collaborations (AmeriCorps Program Director)

### A. POSITION SUMMARY

The Coordinator is responsible for supporting the administrative aspects of the United Way of Dane County Volunteer Mobilization partnership. Working with other project staff, the Coordinator is responsible for administrative duties including assisting with recruiting AmeriCorps members, compiling and submitting required reports, tracking program implementation, and participating in AmeriCorps meetings and events.

United Way of Dane County's Volunteer Mobilization AmeriCorps partnership is a federally-funded program for one year beginning August 1, 2010. The AmeriCorps grant is renewable, with expected renewals for at least two additional years, and the possibility of more.

### B. POSITION DUTIES

#### Member Recruitment, Enrollment, and Training

1. Coordinate the recruitment of AmeriCorps members to serve at United Way and with our partner agencies as part of the Volunteer Mobilization AmeriCorps grant.
2. Assist AmeriCorps member supervisors in the recruitment of AmeriCorps members; particularly with regard to timely processing and completion of AmeriCorps paperwork.
3. Assist in assuring that all AmeriCorps files are complete, properly signed and document that the member is eligible prior to enrollment of members in the AmeriCorps Portal and OnCorps systems.
4. Monitor that the member timesheets and other member information is kept current in the OnCorps system.
5. Assure that all member performance reviews are timely and complete.
6. Assist with the coordination of new AmeriCorps member orientation.
7. In conjunction with Project Director and site leaders, help develop, coordinate, and/or implement training for AmeriCorps members related to volunteer management, community building, citizenship, first aid, diversity, and other issues as needed.
8. Track AmeriCorps member training by United Way and partner agencies, foster and assist in collaboration among agencies regarding training, and identify and share training opportunities.
9. Help identify the training and support needs of the AmeriCorps members and community volunteers working on the Project.
10. Provide ongoing support to the program sites and the members at those sites in the form of site visits and participation in regular team meetings.

11. Assist in the development and implementation of training to support the AmeriCorps members in making the transition to their next stage in life and work.
12. Support partner agencies and AmeriCorps members as needed in the logistics related to participation in statewide AmeriCorps events, such as the opening ceremony.

### **Program and Financial Reporting**

1. Assist the Program Director in the collection of data and documentation to assure faithful implementation of the program design, including achievement of program outcomes.
2. Assist the Program Director with the writing of progress reports.
3. Assist the Assistant Director of Finance in the collection and reporting of financial data related to the AmeriCorps program.
4. Assist the Assistant Director of Finance with program financial monitoring as requested.

### **AmeriCorps State and National**

1. Monitor that all members remains on track to complete AmeriCorps service requirements in a timely and complete manner.
2. Monitor that AmeriCorps members and programs abide by all AmeriCorps service rules and service provisions, notable with regard to allowable and unallowable activities.
3. Assure that all AmeriCorps members and programs are completing their paperwork and reports in a timely and complete manner.
4. Participate as required in AmeriCorps meetings and events.
5. Promote and monitor that AmeriCorps members wear approved AmeriCorps gear while performing AmeriCorps service activities or attending official events.

### **United Way of Dane County and Other**

1. Work with the Program Director to assure that all agencies have signed Memorandum of Understanding with United Way of Dane County concerning this grant and that all AmeriCorps member placement sites (i.e. schools) have signed Site Agreements.
2. Assist in planning and conducting the Lead Staff partner coordination meetings.
3. Assist the Director of Marketing to promote the United Way of Dane County, the Volunteer Mobilization AmeriCorps partnership, and AmeriCorps to the media, public and potential AmeriCorps members.
4. Perform other duties as assigned by the Program Director.

### **C. QUALIFICATIONS**

1. Must be goal oriented, problem solver, and solution driven.
2. Strong skills using MS Office, including Word, Excel, and PowerPoint.
3. Excellent written, oral and interpersonal skills.
4. Highly organized and the ability to work independently and as part of a team.
5. Must have strong time management skills and the ability to balance multiple tasks.
6. Experience with a federal or state grant programs, especially AmeriCorps, desirable.
7. Bachelor's degree.
8. Must successfully pass a criminal history background check.
9. Strong commitment to the mission of the United Way of Dane County, its partner agencies and to working with youth and families from low-income and diverse racial/cultural populations.