

ACHIEVEMENT CONNECTIONS



AmeriCorps Achievement Connections Community Volunteer Coordinator

Compensation:	Service Terms:	Service Hours:	Locations:
\$13,992 Living Allowance \$6,095 Education Award Student Loan Forbearance Student Loan Interest Payment Basic Medical Insurance Mileage Reimbursement	Starts: 8/19/2019 Ends: 7/31/2019 Total Hours Required: 1700	40 Hours per week 8:00am – 4:30 pm Some evenings	United Way of Dane County 2059 Atwood Avenue Madison WI 53704

Join Our Mission

Achievement Connections is an AmeriCorps program that creates five dedicated math tutoring centers at local high schools. Supervised by school staff and supported by a team of AmeriCorps members and volunteers, these tutoring centers provide one-on-one support to a diverse set of students struggling in Algebra 1 and Geometry. Together with our partners, we aim to help students graduate at the same rate regardless of their race or socioeconomic status, and in doing so, help close opportunity gaps to make Dane County a better place to live.

Achievement Connections is supported by partners across the Dane County community. We are led by the United Way of Dane County, the Madison Metropolitan School District, the Middleton-Cross Plains Area School District, and the Morgridge Center for Public Service at UW-Madison.

The Community Volunteer Coordinator is an AmeriCorps member who recruits volunteers from the community to serve as math tutors at the high schools. Located at the United Way of Dane County and supervised by United Way staff, this highly independent position focuses on recruiting volunteers from the communities around our schools as well as the broader Madison business and retiree community.

Our Values

Equity

- We speak openly about the opportunity gaps in our community.
- We provide opportunities and spaces for dedicated community members to learn about and act against inequities where they live.

Growth and Learning

- We educate ourselves to become more effective, engaged members of society.
- We are committed to learning and exploring our potential, as we are all works in progress.
- We cultivate a growth-centered environment where we reflect thoughtfully on our experiences.

Connectedness

- We root ourselves in the Dane County community and strive to understand the context of those we serve and partner with.
- We create an environment of well-being by showing up for each other.
- We bring people from all walks of life together around common purposes.

Community Volunteer Coordinator Responsibilities:

- Create a plan to recruit math tutors, and work with program partners to carry it out.
- Develop and implement ongoing recruiting opportunities in public spaces.
- Organize and implement tutor trainings for new volunteers with Achievement Connections team.
- Actively promote volunteerism within the community by recruiting, screening, and placing volunteer tutors who are interested in working with high school students in math.
- Assist Dane County Administrators of Volunteer services (DCAVS) with their fall conference.
- Help coordinate and do follow-up for 6-part Volunteer Management Training Series.
- Use social media to facilitate ongoing communication, continuous learning and sharing of best practices among volunteer managers and Achievement Connections team.
- Create and maintain a recruiter transition plan to ensure a strong start to the recruiting year.
- Complete all required paperwork and reports in a timely and complete manner.
- Attend and complete all AmeriCorps training and service requirements including orientation, training, team meetings, and National Service days.
- Wear approved AmeriCorps gear while performing AmeriCorps service activities or attending official events.

Minimum Qualifications:

- 18 years of age or older at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- High School Diploma or Equivalent.
- College degree or have plans to complete in the near future.
- Able to make a full-time, twelve-month commitment to the position.
- Problem solver who is goal oriented and solution driven.
- Outgoing and enjoy working with adults and youth.
- Able to successfully pass a criminal history background check.
- Regular and reliable attendance.

Preferred Qualifications:

- Experience or education in recruiting, volunteer management, or related field.
- Strong time management skills and the ability to balance multiple tasks.
- Ability to work both independently and as part of a team.
- Strong commitment to working with volunteers from diverse racial/cultural populations.
- Strong written, presentation, and public speaking skills
- Computer proficiency including Microsoft Excel, Microsoft Word, Outlook, and Internet navigation.
- A somewhat flexible schedule including occasional evening and weekend hours.

To Apply:

Please submit a resume and cover letter to Steve Blankenheim, Senior Director of AmeriCorps Programs at United Way of Dane County via email at achievementconnections@uwdc.org. Applications will be reviewed on a rolling basis until all slots are filled. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.