

# Help Wanted: Full-time Coordinator at YouthBuild New Bedford



## **PURPOSE AND SCOPE**

This is a Full-time 40 hour per week (minimum) service position as an AmeriCorps member of PACE YouthBuild New Bedford. Community Partnership and Volunteer Coordination AmeriCorps Members are responsible for developing and strengthening community partnerships for their YouthBuild program including identifying partnerships for potential service projects and service learning initiatives. This member will also provide service by implementing the program's volunteer program, enabling the program to better serve low-income young people and community residents. This includes developing appropriate materials, recruiting and managing volunteers, and training the site's staff as appropriate so that the site can sustain the program after the member's term of service is completed.

## DUTIES

- Identify community service and service learning opportunities for members to participate in during afternoons, evenings, and weekends.
- Transporting member to service sites, service-learning opportunities, and after hours programming.
- Develop service-learning projects for members in collaboration with the academic & construction components of YouthBuild New Bedford.
- Develop a written program plan, to include specific measurable objectives for the volunteer program, how the program will be implemented and evaluated, and the timeline for implementation.
- Develop program materials such as; a policy and procedure manual, volunteer position descriptions, promotional fliers, brochures, screening, training, and evaluation tools.
- Recruiting volunteers. Outreach methods include: extensive networking; presentations to faith, business, and/or community groups, staffing information booths at community events, and utilizing available media.
- Screen volunteers as necessary. Screening procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise non-AmeriCorps volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals.
- Develop community partnerships to support the volunteer and service-learning programming.
- Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
- Participate in PACE YouthBuild New Bedford YouthBuild

USA, and AmeriCorps training, service projects, and other activities.

- Plan an annual National Youth Service Day event for YouthBuild AmeriCorps members in April.

## **MINIMUM QUALIFICATIONS**

*Must be at least 21 years of age, have college credit/graduate, and be a US Citizen, US National, or lawful permanent resident of the US.*

## **SKILLS AND ABILITIES REQUIRED**

1. Taking initiative, problem solving, and working **independently**.
2. Developing and implementing our volunteer program.
3. Building interpersonal relationships, working effectively as part of a team, and managing volunteers.
4. Strong verbal skills, effective communication with staff, volunteers, and community groups.
5. Written communication, developing program materials and reports.
6. Dependable and able to maintain positive attitude.
7. Tenacity and determination to fulfill commitment to term of service.
8. Commitment to the concept of national service and to making a difference in the community.
9. Basic computer and software literacy, to be able to produce program materials and track volunteer hours.
10. Re-act to change productively and multi-task.
11. Valid drivers license and the ability to drive a passenger van is a must.

## **BENEFITS**

Member will receive a living allowance (\$12,100 minimum to \$24,200 maximum annually) or (\$233 – \$465 weekly) paid out over the term of service, health insurance if not already covered. Members may also qualify for a childcare allowance.

Upon successful completion of service, members receive an education award of \$5550 (which is taxable). Other benefits include student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.

We consider applicants without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

**Interested applicants can apply by emailing cover letter and resume to Lisa Mello-Frost at [Lisa.YouthBuildNB@Gmail.com](mailto:Lisa.YouthBuildNB@Gmail.com)**