

HELP WANTED: PACE YouthBuild New Bedford

PURPOSE AND SCOPE

This is a full-time minimum 40 hour per week 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 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

1. Identify community service and service learning opportunities for members to participate in during afternoons, evenings, and weekends.
2. Transporting member to service sites, service-learning opportunities, and after hour hours programing.
3. Develop service-learning projects for YouthBuild New Bedford members.
4. Assess the community and YouthBuild program's need for the proposed volunteer program or strategize improvements for the existing program.
5. Develop a written program plan, to include specific measurable objectives for the program, how the program will be implemented and evaluated, and the timeline for implementation.
6. Develop program materials such as a policy and procedure

manual; volunteer position descriptions; promotional fliers or brochures; and screening, training, and evaluation tools.

7. Recruit volunteers. Outreach methods include: extensive networking; presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
8. Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
9. Develop and facilitate orientation and training for volunteers.
10. Supervise non-AmeriCorps volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
11. Maintain accurate records of volunteer participation.
12. Evaluate progress made in achieving the program's goals.
13. Develop community partnerships to support the volunteer or service-learning program.
14. Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
15. Participate in PACE YouthBuild New Bedford YouthBuild USA, and AmeriCorps training, service projects, and other activities.
16. 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. Skilled at taking initiative, problem solving, and working independently to be able to develop and implement program volunteer program.
2. Skilled at building interpersonal relationships, to work

- effectively as part of a team, and to manage volunteers.
3. Strong verbal skills, to effective communication with staff, volunteers, and community groups.
 4. Skilled at written communication, to develop program materials and reports.
 5. Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
 6. Committed to the concept of national service and to making a difference in the community.
 7. Basic computer literacy, to be able to produce program materials and track volunteer hours.
 8. Able to react to change productively and to handle other tasks as assigned.
 9. Valid drivers license and ability to drive passenger van a must.

BENEFITS

Upon successful completion of 1700 hours of community service, members receive an education award of \$5550. Community Partnership AmeriCorps members will also receive a living stipend of paid out per week over the term of service, and health insurance if they are not already covered. Members may also qualify for child card allowance. 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, sex, 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 email cover letter and resume to **Erik.YouthBuildNB@Gmail.com**.