

Position Description

Volunteer Maryland Coordinator at Seeds 4 Success

PURPOSE AND SCOPE:

Seeds 4 Success guides children living in Annapolis public and subsidized housing so they become healthy, successful adults. The Volunteer Maryland Coordinator (VMC) with Seeds 4 Success will recruit approximately 54 volunteers, including Tutors, Mentors, Transportation Volunteers, and Community Partner Volunteers for their Eastport Girls Club (EGC) and I Am a Reader (IAR) programs. The VMC will develop community partnerships and coordinate comprehensive training and social opportunities for volunteers. The VMC will also ensure that Civicore and Salesforce are being fully utilized to track volunteer hours and in-kind donations.

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving at Seeds 4 Success. Volunteer Maryland Coordinators (VMCs) are responsible for developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2016. The VMC service year will begin on September 14, 2016 and conclude on August 1, 2016; Volunteer Maryland Coordinators are expected to complete 1,700 hours of service during the term.

BENEFITS:

Full-time VMCs receive a living stipend of \$13,250 (*pending funding*), an education award of \$5,775, and health insurance if they are not already covered. They may also qualify for a child care allowance. Other benefits include mileage reimbursement for site-related travel, student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference in a local community.

DUTIES:

- Develop a written work plan and timeline for implementation.
- Develop program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
- Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise volunteers; develop and implement social and 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; report on progress in statistical

community.

- Basic computer literacy, to be able to produce program materials and track volunteer hours.
- Have own, or have access to, transportation to and from VM trainings, events, and Service Site-related activities.
- Able to respond to organizational change productively and maintain positive attitude.

ORIENTATION AND TRAINING:

Volunteer Maryland provides approximately 20 days of training in program development, volunteer management, marketing, communication, and leadership skills. Training is held the first two weeks of the service year, with monthly training days throughout the rest of the year. Additional training opportunities are also available through AmeriCorps and the Service Site. The Site Supervisor provides orientation to the VM Coordinator's local placement site.

SUPERVISION AND EVALUATION:

The Service Site Supervisor provides day-to-day supervision. The Site Supervisor will evaluate performance in accordance with the agency's policies. In addition, Volunteer Maryland's Director provides overall supervision to all VM Coordinators, and evaluates performance at mid-year and at the end of the year.

VOLUNTEER SERVICE

Each Volunteer Maryland Coordinator is encouraged to volunteer as part of their service year. The volunteer activity **cannot** be within any of the prohibited activities, and should be discussed with their Site Supervisor prior to engaging in the volunteer activity. The Volunteer Maryland Coordinator may volunteer at their site. The Volunteer Maryland Coordinator may claim up to five hours each month on their timesheet for volunteer activities. If the volunteer activity is fundraising, the Volunteer Maryland Coordinator will need to include these hours under fundraising on their timesheet.

HOURS:

Volunteer Maryland Coordinators are required to serve approximately 40 hours each week. At Seeds 4 Success, the office hours will be 9:00 am – 5:00 pm Mondays, Thursday and Fridays; 9:00 am – 6:00 pm Tuesdays; 9:00 am – 6:30 pm Wednesdays, with flexibility and comp time off. Evening and weekend work will be required from time to time for training and events. Volunteer Maryland training days are 10:00 am – 4:00 pm.

LOCATION:

The VMC's office will be located at Community Partners Suite of the Phoenix Academy, 1411 Cedar Park Road, Annapolis, MD 21401; VM training locations will be held at locations throughout Maryland. Please note: locations may not be accessible by public transportation.

PROHIBITED ACTIVITIES

AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-federal funds.