



Job Description - VM Volunteer Coordinator

Position: VM Volunteer Coordinator

Salary Range: Annual stipend of \$13,250, an education award of \$5,645, and health insurance

Service Year: September to August

Reports to: Volunteer Manager

Hours/week: 40

About Seeds 4 Success

Seeds 4 Success (S4S) is a local non-profit in Annapolis, Maryland. We provide academic and life skills programming to children from underserved communities in Annapolis. Our mission is to work together as a community to provide children from low income communities with the skills and support to achieve success in school and life. Our vision is to see every child in Annapolis build a bright future. Visit our website www.s4sannapolis.org to learn more about the organization.

Key Responsibilities:

- This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving with Seeds 4 Success
- Responsible for developing and implementing the S4S volunteer program
- Develop a written work plan and timeline for implementation
- Develop or revise program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools and other duties as directed by Executive Director
- Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events and colleges or universities; and utilizing social and traditional media
- Screen volunteers as necessary. Procedures might include interviews, reference checks, and criminal background checks
- Assist with orientation and training of volunteers
- Coordinate volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts
- Maintain accurate records of volunteer participation
- Evaluate progress made in achieving the program's goals
- Develop community partnerships to support the volunteer program
- Perform direct community service for up to four hours each week
- Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps
- Participate in VM and AmeriCorps training, service projects, and other activities
- VMCs may be assigned other volunteer program duties during the course of the service year by the Service Site Supervisor
- Note: the AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals



Requirements

- Bachelor's Degree High school graduate with 3 years work experience
- Excellent communication skills.
- Highly proficient my Google Docs and Drive.
- Ability to write clearly and help with word processing when necessary.
- Ability to work well under limited supervision.
- Have a valid driver license.
- Must pass a background check.