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AMERICORPS MEMBER VOLUNTEER ENGAGEMENT

AmeriCorps Program

Project RISE (Refugee and Immigrant Success through Education) is an AmeriCorps effort that focuses on educational services to address the significant literacy gap in the DeKalb County refugee community, among both youth and their parents. In RISE, 15 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 800 community volunteers to support refugee and immigrant self-sufficiency by offering individualized direct service through education in core programs, including afterschool and summer academic programming, operating in multiple DeKalb County sites.

All member activities include a focus on education and literacy, with most site members serving half of their time in out-of-school tutoring and mentoring programs at their assigned locations and half of their time delivering core program services in specific departments. All full-time members will complete a minimum of 1700 hours from September 2020 to July 2021.

Description

Volunteer Engagement Member

The Volunteer Engagement AmeriCorps member serves in the Service and Volunteerism department and engages the community in meaningful service opportunities with New American Pathways. The member will coordinate all aspects of the agency's individual volunteer and internship programs. This member will have recurring access to vulnerable populations.

Responsibilities

Essential Job Functions:

- Recruit, train, and coordinate volunteers to meet the agency's internal needs.
- Communicate volunteer opportunities to new and repeat volunteers utilizing multiple methods of communication: phone, email, social media, and newsletter.
- Develop and update volunteer position descriptions in collaboration with New American Pathways departments.
- Conduct recruitment efforts and represent New American Pathways at various functions (volunteer fairs, speaking engagements, etc.)
- Conduct volunteer orientation sessions on a regular basis including weekends.
- Facilitate a volunteer appreciation program.
- Liaise closely with the ESL/Civics member for volunteer placement when necessary.
- Conduct ongoing follow up and evaluation with volunteers and New American Pathways staff.
- Update and maintain the Volunteer Manual and volunteer training documents.
- Coordinate recruitment, interview, and placement process for Fall, Spring,

Industry

Service and Volunteer

Job Category

RISE AmeriCorps

Employment Type

Part Time

Working Hours

8 hours approximately 9:30am to 5:30pm Some weekends. Schedule may vary slightly dependent on afterschool program schedule. Mon-Fri; Weekends sometimes Service hours during weekends required for volunteer orientations and service projects (about 2 Saturdays a month).

and Summer internships.

- Consistently communicate with interns during their placement and maintain positive workplace moral
- Assist Instructors in classroom supervision, mild student behavior correction, and occasionally leading/co-leading after school lessons/activities for 6th-8th grade students
- Attend trainings, events and meetings for the AmeriCorps Program, occasionally outside of regular service hours.
- Submit monthly reports measuring progress toward Project RISE goals.
- Additionally, Project RISE members will periodically have the opportunity to learn about and serve in different departments within the agency. This will allow for a more extensive understanding of services extended to refugees, as well as enable members to develop a range of skills based in the environs of Volunteer Management, Refugee Education and Self-Sufficiency.

Please Note: Members will be reimbursed for the service related mileage.

Qualifications Required

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds.
- Strong communication and interpersonal skills.
- Ability to solve problems independently
- Willingness to serve on weekends or whenever needed
- Organizational/time management skills, ability to prioritize with attention to detail.
- Comfortability with public speaking and relationship building
- Proficient in Microsoft Office Suite.
- Ability to be an active member of a team in a diverse, multicultural environment.
- Must be a U.S. Citizen or Permanent Resident
- Valid driver's license and access to a reliable vehicle.

Preferred

- Bachelor's degree or higher.
- Experience with volunteer management recruitment, and public speaking.
- Understanding of Mailchimp
- Previous experience working in non-profit administration and relationship building.

Contacts

New American Pathways is an Equal Opportunity Employer. An official offer of the position is dependent on approval of grant funding by the Georgia Commission and the Corporation for National and Community Service. Afterschool schedules are dependent on programmatic funding and are subject to change.

About New American Pathways:

New American Pathways is a local 501(c) 3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their

pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.