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AmeriCorps Volunteer Engagement Member

Description

AmeriCorps Program: **Project RISE** (Refugee and Immigrant Success through Education) is a collaborative AmeriCorps effort of New American Pathways 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, 17 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 200 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.

Seventeen full-time members will serve at the New American Pathways site. 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 and half of their time delivering core program services in specific departments at their assigned locations. All full-time members will complete a minimum of 1700 hours from September 2021 to July 2022.

Please read the [Project RISE Information Packet](#) carefully before completing the application. Submit your completed application; a cover letter that details your interest in the program, an updated resume. Please include two additional positions you are interested in as part of your cover letter. Incomplete applications will not be considered.

Service Summary: 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

- 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.

Industry

Service and Volunteerism

Employment Type

Full Time

Beginning of employment

September 1, 2021

Working Hours

40 hours a week

- 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, and Summer
- 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.

Job Benefits

Schedule: Monday to Friday, 8 hours, approximately 9:30am to 5:30pm
Some service hours during weeknights and weekends required. Schedule may vary slightly dependent on afterschool program schedule.

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.