

# Position Description

## Volunteer Maryland AmeriCorps Member at Making Change, Inc.

### **PURPOSE AND SCOPE:**

Making Change's mission is to empower individuals and families to achieve financial stability. The Volunteer Maryland AmeriCorps Member will recruit 25 volunteers, including VITA tax volunteers, financial coaches and financial seminar presenters. The Volunteer Maryland Coordinator will develop a full array of volunteer program materials, including a policies and procedures manual, volunteer applications, a volunteer recruitment plan, volunteer screening materials and a volunteer recognition plan.

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving at Making Change. AmeriCorps Members are responsible for developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2017. The AmeriCorps' service year will begin on **September 6, 2017** and conclude on **July 31, 2018**; Volunteer Maryland AmeriCorps Members are expected to complete 1,700 hours of service during the term.

### **BENEFITS:**

Full-time Volunteer Maryland AmeriCorps Members receive a living stipend of \$13,250, 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(VM required reporting).
- 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 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 and narrative reports for Volunteer Maryland (VM required reporting, monthly and quarterly).
- Develop community partnerships to support the volunteer program.
- Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps.
- Understanding and willingness to travel to various locations throughout Maryland to Participate in VM and AmeriCorps training, service projects, and other activities.
- AmeriCorps Members 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

#### **SELECTION PROCESS:**

To participate in Volunteer Maryland, applicants must submit a written application. Staff will review the application, with special emphasis placed on the writing sample, invite the applicant to interview if appropriate, conduct two reference checks, and complete a criminal background investigation. After an applicant has been tentatively matched, the three-part criminal history check will be initiated and appropriate paperwork will be sent. Individuals will not be allowed to start training until all paperwork is received by the program, the NSOPR check is received, and fingerprints are submitted to the Maryland CJIS Central Repository and the designated agencies of any other states where the individual resided. No individual will be enrolled as an AmeriCorps member until satisfactory completion of training.

#### **ENROLLMENT REQUIREMENTS:**

To serve as a Volunteer Maryland AmeriCorps Member, an individual must:

- be at least 17 years of age
- have a high school diploma or GED
- be a U.S. citizen or permanent resident alien
- pass a national service criminal history check of the national sex-offender registry
  - state repository check (Maryland and state of residence)
  - FBI fingerprint check
- Complete pre-service training requirements.

Documentation of age, education, and citizenship are due prior to the first day of training. Criminal history checks will be initiated before the start of service; an individual will be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy.

### **SKILLS AND ATTITUDES NECESSARY:**

- Skilled at taking initiative, problem solving, and working independently, to be able to develop and implement a volunteer program.
- Skilled at building interpersonal relationships, to work effectively as part of a team (at the Service Site and with his/her class of AmeriCorps Members), and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Committed to the concept of national service and to making a difference in his/her 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 AmeriCorps Member's service 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. The Site Supervisor will also provide a Mid Year and End of Year evaluation to the AmeriCorps Member. These documents will be submitted to Volunteer Maryland and stored in the AmeriCorps Member's permanent file. In addition, Volunteer Maryland's Director provides overall supervision to all Volunteer Maryland AmeriCorps Members, and evaluates performance at mid-year and at the end of the year in collaboration with the Volunteer Maryland Program Manager.

### **VOLUNTEER SERVICE:**

Each Volunteer Maryland AmeriCorps Member 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 AmeriCorps Member may claim up to **five hours each month** on their timesheet for volunteer activities. If the volunteer activity is fundraising, the Volunteer Maryland AmeriCorps Members will need to include these hours under fundraising on their timesheet.

**HOURS:**

Volunteer Maryland AmeriCorps Members are required to serve approximately 40 hours each week. At Making Change, the office hours will be 8:30 am – 4:30 pm Monday, Tuesday, Thursday and Friday and 11:00 am – 7:00 pm on Wednesdays; evening and weekend work will be required from time to time. Volunteer Maryland training days are 10:00 am – 4:00 pm.

**LOCATION:**

The AmeriCorps Members' office will split time between permanent office located at 9770 Patuxent Woods Drive, Suite 307, Columbia and 9900 Washington Boulevard, Suite I Laurel, MD 20723. 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. Individuals should not wear the AmeriCorps logo while doing so. AmeriCorps members will not be allowed to take part in the following prohibited activities:

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
- Providing a direct benefit to any of the following:
  - A business organized for profit
  - A labor union
  - A partisan political organization
  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative

- An organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive
- Providing abortion services or referrals for receipt of such services
- Such other activities as the CNCS or GOSV may prohibit

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AmeriCorps Member Name **PRINT**

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AmeriCorps Member Name SIGNATURE

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Date