



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC-TWO RIVERS YMCA

JOB POSTING CLOSES MAY 25, 2018

Job Title: Volunteer Coordinator - AmeriCorps

Reports to: Joseph Metzen-Associate Executive Director

Revision Date: 04/15/18

Dates of Employment: September 11, 2018 to August 31, 2019

Required Orientation and Training (expenses covered):

-September 11-14 2018

-January 2-4, 2019

Pay Rate: This full-time AmeriCorps position is for 35 to 40 hours for week, with a one-year commitment. This position has a monthly stipend (approximately \$528.15 gross before taxes/bi-weekly). The AmeriCorps member is also eligible for:

Education Award

Upon the successful completion of the term of service (1700 hours minimum), members receive a \$5,920 Segal AmeriCorps Education Award. Education awards can be used to pay educational expenses at qualified Title IV institutions of higher education, for educational training, or to repay qualified student loans (not private loans). Members have seven years to use their education awards. Any member 55 or older at the start of his or her term of service may transfer the education award to his or her children or grandchildren.

Loan Forbearance & Interest Accrual on Student Loans

Members may apply to be exempt from paying qualified student loans (not private loans) and are not required to pay the interest that is accrued on those loans during the term of service as long as the member properly submits the request and successfully completes their term of service. If a member terminates their service (non-compelling) they will be responsible for interest accrued during the term of service. These systems are managed by the Corporation for National and Community Service.

Health Insurance and Childcare Benefits

Members receive the option for health and dental insurance (premiums paid by AmeriCorps program) and childcare assistance. The member must apply for childcare benefits and be approved by the management organization, GAP Solutions Inc. (GAPSI). Marshfield Clinic links the member to these benefits, but does not manage them.

Service Gear

Provided by AmeriCorps.

YMCA Membership

One adult membership is included during the period of employment.

POSITION SUMMARY:

Under the direction of the Associate Executive Director, the Volunteer Coordinator is a full-time position and responsible for: overseeing all aspects of volunteer participation, including recruitment, training, supervision, and scheduling. The coordinator is also responsible for building relationships and collaborations with key organizations, and some administrative tasks related to their work.

DUTIES AND RESPONSIBILITIES

1. Complete all required training.
2. Volunteer Recruitment and Training
 - Determine and evaluate volunteer needs throughout the organization.
 - Investigate and post opportunities on various volunteer websites
 - Review and prepare appropriate application materials for mailing or website posting
 - Attend and/or present at relevant volunteer fairs and organizations
 - Determine training needs and schedule training sessions as needed
 - Update and produce training materials
 - Review and evaluate volunteer applications
3. Volunteer Supervision and Scheduling
 - Work with Program and Development staff in establishing volunteer protocols for volunteer projects
 - Evaluate and document volunteer skills during and after training programs
 - Develop a volunteer database with skills , contact info and availability
 - Work with Program and Development staff in developing volunteer job descriptions
 - Develop systems and materials for tracking and reporting volunteer activities
 - Plan, organize and implement volunteer recognition activities
4. Community Outreach and Public Relations
 - Establish relationship with volunteer programs from universities, clubs, civic groups, etc
 - Work with Membership and Marketing Director in preparing PSA's, press releases, brochures and other public relation materials
 - Contact broad spectrum of promotional outlets, print and electronic media to establish a strong support network
 - Provide public presentations and demonstrations to potential support groups

PREFERRED QUALIFICATIONS

- BA/BS degree
- 2 years volunteer experience
- Some experience in managing, supervising and/or working with volunteers
- Writing skills and articulate public speaking ability
- Good organizational acumen with multi-tasking skills
- Proficient in use of Microsoft Word, Excel, Publisher and familiarity with databases

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately.

Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

PHYSICAL DEMANDS:

-lifting equipment (40 pounds)

To apply complete an application available online at www.mtrymca.org and indicate it is for Volunteer Coordinator position through AmeriCorps.

Please contact Joseph Metzen – Associate Executive Director at 920-482-1529 or at jmetzen@mtrymca.org with additional questions.

**The Y: We're for youth development, healthy living
and social responsibility.**