



AmeriCorps VIP

Volunteer Infrastructure Project (VIP) Member Position Description

Service Term: August/September- June/July

Reports to: Program Manager and Coordinators/ Partner Site Supervisor

Position Summary

VIP Members build volunteer capacity at existing nonprofits, government agencies and schools (Partner Sites) that serve children, youth and families. They do this through: 1) building sustainable systems to track, support, manage, and train virtual or in person volunteers; 2) recruiting one-time and skills-based volunteers; and 3) raising funds to support the development of the volunteer program. Partner Sites change annually based on community and agency need, and have included organizations such as Food Banks, Boys & Girls Clubs, Community Health Centers, Environmental Education organizations and more! This position is a valuable opportunity to develop and apply your leadership and community organizing skills to make a lasting difference. Extensive training in volunteer management and nonprofit professional skills are provided.

Program Overview

Volunteer Infrastructure Project (VIP) Members are AmeriCorps members who build and strengthen sustainable volunteer programs in existing service organizations. VIP Members leave a legacy in the communities they serve by building lasting systems of volunteer engagement and management. Each VIP Member dedicates their service to a single Partner Site, working “behind the scenes” to enable volunteers to take part in meaningful service positions that meet community needs. VIP Members are a part of a statewide network of over 100 VIP Members and are placed in small teams of 5 or more in their community who meet regularly for collaboration, professional development and training.

AmeriCorps VIP values and nurtures an environment that is respectful, courageous, inclusive and equitable. We believe service is a way to bring people together and bridge divides; connecting individuals to individuals, and individuals to organizations that can help us tackle society’s toughest challenges. We are strengthened by the diversity of our members and welcome the unique contributions that you bring to our program.

Essential AmeriCorps Duties

- Develop and implement a volunteer program that engages high-value volunteers, particularly specialized/skilled volunteers and volunteers who take on leadership roles in the organization
- Develop business partnerships that provide support for the Partner Site’s volunteer program

- Recruit and train community members as volunteers who support the infrastructure of community benefit programs
- Track volunteer program and infrastructure development at the Partner Site, utilizing a defined AmeriCorps Member Service Plan
- Serve side-by-side with volunteers to provide guidance, to better understand the clients' needs, and to improve the volunteer experience
- Participate in all program-required trainings and development opportunities, including orientation, regular meetings with your local VIP team, a regional training (travel may be required), monthly webinars, and online trainings
- Participate in a minimum of 2 National Service Days during the service term, typically in coordination with your local cohort

Service Commitment

- Full time, eleven-month commitment serving a minimum of 1700 hours, may include some evenings and weekends
- Hours are generally Monday – Friday from 8:30 – 6:00PM (varies slightly by Partner Site)
- Service hours are expected to occur in-person at partner sites. Teleservice may be permitted for members only during unique, extreme situations and/or emergencies, and A **Teleservice Request Form** must be submitted and approved by the Program Manager prior to accruing or performing any remote service hours.

Areas of Responsibility

- Positively represent VIP in a variety of settings, including recruitment opportunities, staff meetings, trainings, and service events
- Assist with other community building activities at the Partner Site
- Create and maintain positive relationships with program staff
- Submit monthly Great Stories and volunteer data in the OnCorps (online) tracking system
- Conform to regular, timely attendance requirements at the assigned service site
- Duties take place at multiple site locales throughout California with training seminars at designated locations. Position requires occasional travel. Must be able to work indoors and outdoors, as well as some night and weekend hours
- Must meet the program essential job functions, reasonable accommodations available upon request
- Must be able to adapt to change in work environment, accept feedback and growth opportunities, effectively handle multiple tasks and competing demands, work cooperatively in group situations work actively to resolve conflicts, and work well with others on a team
- Work independently and as a member of a team with strong organizational skills and the ability to effectively handle multiple tasks
- Possess leadership and interpersonal skills to work effectively with others
- An interest in and/or a background in community service and volunteerism

Benefits of Service

- Monthly living stipend of \$1,454.54
- Segal Education Award of \$6,345*
- California For All Education Award \$3,655* (*pending annual California State budget approval*)
- Health Benefits
- Childcare (*if applicable*)
- Eligibility for CalFresh (CA's food stamp program)
- Moving stipend for applicants traveling from over 250 miles from the service site

- Student loan deferment and interest repayment
- Extensive Professional Development and experiential learning opportunities

**Please note: the living stipend and education awards are taxable*

Qualifications and Characteristics

- Must be at least 18 years of age
- Clear criminal background check (DOJ and FBI; National Sex Offender Public Database).
- Submit current, clear TB (tuberculosis) test
- Must have bachelor's or in college (junior-senior years)
- Must either be a citizen, national, or lawful permanent resident alien of the United States
- Must not have more than 3 terms of service previously with AmeriCorps State and National programs
- Organized, responsible, flexible, motivated and professional
- Strong personal standards of excellence, ethics and integrity
- Ability to be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the program's safety policies and rules