



## CalSERVES AmeriCorps

### Volunteer Infrastructure Project (VIP) Fellow Position Description

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**Position Title:** Full-Time CalSERVES VIP Fellow

**Service Term:** September 2016 – August 2017

**Reports to:** Program Manager and Partner Site Supervisor

#### **Position Summary**

VIP Fellows build volunteer capacity at existing nonprofits and schools (Partner Sites) that serve children, youth and families. They do this through: 1) building sustainable systems to track, support, manage, and train 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 include organizations such as Duarte Parks and Recreation, Duarte Senior Center, Duarte Adopt-A-Park and Foothill Unity Center. 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 is offered, including the opportunity to earn a certificate in Volunteer Management.

#### **Program Overview**

Volunteer Infrastructure Project (VIP) Fellows are AmeriCorps members who build and strengthen sustainable volunteer programs in existing service organizations. VIP Fellows leave a legacy in the communities they serve by building lasting systems of volunteer engagement and management. Each VIP Fellow dedicates their service to a single Partner Site, working “behind the scenes” of service to enable volunteers to take part in meaningful service positions that meet community needs. VIP Fellows are a part of a statewide network of 120 Fellows, and are placed in small teams of 5 or more in their community who meet regularly for collaboration and training.

#### **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
- Recruit and train community members as volunteers who support the infrastructure of programs run by nonprofit and educational organizations
- Track volunteer program and infrastructure development at the Partner Site, utilizing a defined AmeriCorps Member Work 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, two regional trainings (travel and overnight stay may be required), and online trainings

**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)

**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 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 criticism and feedback, 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**

- Annual stipend of \$15,000.00
- Education Award of \$5,730.00
- Health Benefits
- Possible student loan deferment and interest repayment
- Extensive Professional Development and experiential learning opportunities

**Qualifications and Characteristics**

- Must be at least 18 years of age (17 with parental approval)
- Clear criminal background check (DOJ and FBI; National Sex Offender Public Database).
- Submit current, clear TB (tuberculosis) test
- Must have at least a high school diploma or a GED by start date
- 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

**Submittal Deadline:**

Candidates must complete a volunteer application and provide a resume. Volunteer application and resume must be received at Duarte City Hall by 6:00 p.m. on Thursday, July 14, 2016. Faxed or Emailed applications and/or resumes are not accepted. Applications are available at City Hall or can be downloaded at [www.accessduarte.com](http://www.accessduarte.com). For additional information please contact Lupe Valerio, at (626) 357-7931 ext. 260.

**Applications should be submitted to:**

City of Duarte – Parks and Recreation Department  
Lupe Valerio/ AmeriCorps VIP Fellow Recruitment  
1600 Huntington Drive  
Duarte, CA 91010-2592