



CalSERVES AmeriCorps

DUARTE'S PROMISE
THE ALLIANCE FOR YOUTH



Volunteer Infrastructure Project (VIP) Leader Position Description

Position Title: Full-Time CalSERVES VIP Leader

Service Term: September 2016 – August 2017

Reports to: Program Manager and Coordinators/ Supervising Organization Supervisor

Position Summary

VIP Leaders support a local cohort of 5 or more VIP Fellows and, like all VIP Fellows, also build volunteer capacity at organizations that serve children, youth and families. VIP Leaders lead the local VIP AmeriCorps team through coaching, organizing team meetings, peer mentoring, and facilitating trainings. VIP Leaders build capacity at the Supervising Organization 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. 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) Leaders are AmeriCorps members who build and strengthen sustainable volunteer programs in existing service organizations, while leading and supporting a local team of VIP Fellows. VIP Leaders leave a legacy in the communities they serve by mentoring fellow AmeriCorps members, and building lasting systems of volunteer engagement and management. Each VIP Leader dedicates their service to a Supervising Organization, working “behind the scenes” of service to enable volunteers to take part in meaningful service positions that meet community needs. VIP Leaders 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

- Support and lead the local team of 5 or more VIP Fellows through activities such as: peer mentoring, coaching, facilitating meetings, leading training
- 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 Supervising Organization
- 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 Supervising Organization, 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 by Supervising Organization)

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 Supervising Organization
- 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 \$16,000.00
- 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. 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