



Position Announcement AmeriCorps *Volunteer Coordinator*



Background: Volunteer Maryland, a program of the Governor's Office, mobilizes volunteers to serve critical community needs across the state. Volunteers tutor at-risk youth, protect the Chesapeake Bay, deliver meals to homeless or homebound individuals, provide neighborhood safety patrols, and more. Volunteer Maryland was created in 1992.

As an AmeriCorps Member with Volunteer Maryland you will be serving as a Volunteer Coordinator at one of 30 sites throughout Maryland.

Volunteer Coordinator Responsibilities: This is a one year position as a member of AmeriCorps. Members are placed at selected nonprofit or government agencies (called Service Sites) to develop or expand a volunteer program that can be sustained by the agency after the partnership year ends.

As a Volunteer Coordinator you will:

- create program materials;
- recruit, screen, train, and supervise volunteers or students;
- develop community partnerships and solicit in-kind donations to support the program;
- evaluate program results and submit regular reports;
- train key staff members and volunteer leaders in "best practices" of volunteer management and service-learning to help them sustain the program; and more.

Training and Benefits: Volunteer Maryland provides a two-week pre-service training as well as monthly training days during the year (20 days total), which covers program development, marketing, and evaluation; volunteer management; and leadership development. Other benefits include valuable networking opportunities, being part of a dedicated team of AmeriCorps members, and making a real difference in the community.

As an AmeriCorps Members, full-time Volunteer Coordinators receive a living allowance of \$13,250, a post-service educational benefit of \$5,815, and health insurance if they are not already covered. They may also qualify for a child care allowance.

Qualifications: Members must possess and demonstrate excellence in the following areas: verbal and written communication, computer skills, problem solving and conflict resolution, leadership, public speaking, and commitment to national and community service. In addition, proof of U.S. citizenship, age (at least 17 years old), and high school graduation are required in order to enroll in AmeriCorps.

Supervisors: Site Supervisor and Volunteer Maryland

Start Date: September 6, 2017

Deadline: Applications are accepted on a rolling basis. *Apply early!*

To Apply: Call **410-697-9285**, email **volunteer.maryland@maryland.gov**, or visit **volunteer.maryland.gov** for an application.