



Position Announcement Volunteer Maryland AmeriCorps member Peer Leader



Background: Volunteer Maryland, a program of the Governor's Office, works to build stronger communities by developing programs that meet critical needs in the areas of disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans' services. This is accomplished with AmeriCorps members who mobilizes volunteers to serve critical community needs across the state. Volunteers tutor at-risk youth, deliver meals to homeless or homebound individuals, facilitate financial literacy programming, protect Maryland's waterways or public land and more. Volunteer Maryland was created in 1992 with the mission to engage more Marylanders in volunteerism. Each program year Volunteer Maryland (VM) recruits 30 members to serve at a non-profit, government agency or school – known as Service Sites, as a Volunteer Coordinator. The Service Sites are located throughout Maryland.

As service leaders, Peer Leaders provide frontline support to the Volunteer Maryland AmeriCorps Members at their Service Sites as well as work with Volunteer Maryland staff to meet program objectives. The Peer Leader will spend the year learning about and supporting the service sites throughout the state.

Peer Leader Responsibilities: This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland AmeriCorps program. The Peer Leader service year will begin on August 22, 2018 and conclude on July 23, 2019. Peer Leader responsibilities include AmeriCorps member and site support and VM marketing and outreach. Peer Leaders:

- **Management and Support:** Facilitate regional meetings; attend site visits as requested; provide technical assistance, coaching, and counseling.
- **Training:** Assist with pre-service and monthly training days; work with VM staff to prepare and facilitate on-site training for site staff as requested.
- **Program Outreach and Marketing:** Assist with recruitment and selection of future VM AmeriCorps Members and Service Sites; write articles for newsletter; network with other nonprofits; attend outreach as requested.
- **Professional Development opportunities:** Peer Leaders will have the option to attend professional development trainings, particularly Points of Light Annual conference.
- **Organize and Manage:** Peer Leaders will be responsible for organizing and scheduling service projects at VM Service Sites and engage the cohort in service projects on National Service Days.

Training and Benefits: Peer Leaders participate in several days of orientation and training. In addition, VM provides approximately 20 days of training in program development, volunteer management, marketing, communication, and leadership skills for all AmeriCorps Members and Peer Leaders. Additional training opportunities are also available throughout the year.

Peer Leaders receive a living stipend of \$17,500, a post-service educational benefit of \$5,920, student loan deferment, mileage reimbursement, professional development, and health insurance if they are not already covered. They may also qualify for a child care allowance. Other benefits include valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference throughout Maryland.

Qualifications: Peer Leaders must possess and demonstrate excellence in the following areas: passion for service, excellent written and oral communication skills, solid understanding of practices and principles of volunteer management, ability to work independently, good humor, patience, and extraordinary dependability. Ideal candidates will have at least one year of service experience. AmeriCorps minimum enrollment requires Peer Leaders to be at least 18 years old, US citizens or permanent resident aliens, and provide proofs of high school diploma or GED. Peer Leader must have a private vehicle; as frequent travel is required throughout the year.

To Apply: Visit www.volunteer.maryland.gov/ACM

Selection Process: After applications are received, Peer Leader candidates will participate in an interview with Volunteer Maryland staff and go through a screening process. Decisions will be made after all candidates have been interviewed.

Supervisors: Volunteer Maryland - Director

Start Date: August 22, 2018

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

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