



## Position Announcement

### Volunteer Maryland AmeriCorps Member Volunteer Coordinator

**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.

**Volunteer Coordinator Responsibilities:** This is a one-year position as a member of AmeriCorps. Volunteer Maryland AmeriCorps Members serve as Volunteer Coordinators and are placed at selected Service Sites to develop or expand a volunteer program that can be sustained by the agency after the partnership year ends. Volunteer Coordinators:

- 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.

Full-time VM AmeriCorps Members serving as Volunteer Coordinators receive a living allowance of \$13,732 (pending funding), a post-service educational benefit of \$5,920, and health insurance if they are not already covered. They may also qualify for a child care allowance.

**Qualifications:** VM AmeriCorps Members serving as Volunteer Coordinators 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 5, 2018

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

**To Apply:** Call 410-697-9285, email [nathan.cabrera@maryland.gov](mailto:nathan.cabrera@maryland.gov), or visit [volunteer.maryland.gov](http://volunteer.maryland.gov) for an application.