



## POSITION DESCRIPTION AmeriCorps Volunteer Infrastructure Project (VIP) Fellow

Term of Service: **September 2017 – August 2018**

AmeriCorps VIP Fellow positions are 11-month national service opportunities offered by Inland Empire United Way in partnership with the Community for National and Community Service and CalSERVES. **To apply, please email your cover letter and resume to Alisa Lemke at [ALemke@ieuw.org](mailto:ALemke@ieuw.org).**

### **Position Summary**

VIP Fellows will increase the number of high-value (skilled and corporate) volunteers providing services to nonprofit and educational organizations that serve children, youth and families. The VIP Fellow will build capacity within the Partner Site volunteer program to provide support, skills and resources that volunteers need to be successful.

VIP Fellows work as part of a team to coordinate volunteer programs, and to coach and support a cadre of high-value volunteers. Your primary role as a VIP Fellow is developing your site's volunteer program and bringing resources of highly-skilled volunteers to the children and families served by the program. You will spend time in the community, building partnerships and forging lasting relationships. The position is a valuable opportunity to develop and apply your leadership and community organizing skills to make a lasting difference in the lives of children, youth, their families, and the local community. As a VIP Fellow, you will gain exposure to the nonprofit sector and will be able to expand your career skills while giving back in a meaningful way.

Inland Empire United Way is looking to recruit 13 AmeriCorps Fellows for the Volunteer Infrastructure Project (VIP) to be placed in the Inland Empire, serving in communities such as Rancho Cucamonga, Fontana, San Bernardino, and Redlands.

### **Work Environment**

Duties take place at multiple locales throughout the Inland Empire with training seminars in designated locations. Position requires occasional travel. Must be able to work indoors and outdoors, as well as some night and weekend hours.

### **Schedule Requirements**

- Full-time 11-month commitment with a minimum of 1700 hours that will include evenings and weekends, and occasional travel, beginning in September 2017.
- Must maintain regular and acceptable attendance as determined by the AmeriCorps program and Partner Site.

### **Essential Functions**

- 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 to support the infrastructure of programs based on the Partner Site's goals and needs.
- Track volunteer program and infrastructure development at the Partner Site.
- Serve side-by-side with volunteers to provide guidance, better understand the clients' needs, and improve the volunteer experience.
- Participate in 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.
- Resource cultivation (e.g., grant solicitation, sponsorship support, etc.) to support your site's volunteer program.
- Participate in three National Days of Service supporting the community.

### **Secondary Duties**

- Positively represent VIP and Inland Empire United Way in a variety of settings, including recruitment opportunities, staff meetings, trainings and service events.
- Assist with other program and community building activities at the Partner Site.

## **Benefits**

- Annual stipend of \$15,000
- Education award of \$5,815 (subject to change)
- Extensive professional development
- Possible educational loan deferment
- Health insurance
- Childcare assistance (if eligible)

## **Qualifications**

- Must be at least 18 years of age
- Must clear a criminal background check (DOJ and FBI; National Sex Offender Public Database)
- Bachelor's Degree preferred
- Background in Education or Nonprofits preferred
- Must follow the AmeriCorps Code of Conduct while serving
- Strong personal standards of excellence, ethics and integrity
- Ability to create positive relationships with site staff
- Must have strong written and verbal communication skills
- Comfortable speaking in public and working with diverse audiences
- Ability to work independently and as a member of a team
- Strong organizational skills and the ability to effectively handle multiple tasks
- Possess leadership and interpersonal skills to work effectively with the team
- Ability to problem solve and approach situations creatively
- Technology/computer literacy is essential
- An interest in and/or background in community service and volunteerism or volunteer management

## **Other Requirements**

- Must provide current photo ID, signed Social Security Card, and proof that s/he is a US Citizen (Birth Certificate, Valid Passport, etc.), a US National, or a Legal Permanent Resident before or at the time of sign-up.
- Accept and participate with team members on duties as assigned for the benefit of Inland Empire United Way.
- May be required to obtain CPR certification or be currently certified.
- Must submit current TB (tuberculosis) test within two weeks of sign-up if serving at a school site or other Partner Site that requires this.
- 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, and work actively to resolve conflicts.
- Must work well with others on a team.
- Must not have more than 4 or more terms of service previously with AmeriCorps.
- Must have reliable transportation, a valid California's driver's license, proof of minimum required California vehicle liability insurance and a good driving record.

## **Safety Requirements**

- Ability to be committed to a high standard of safety, and willing and able to comply with safety laws and all of the program's safety policies and rules.
- Be willing to report safety violations and potential safety violations to appropriate supervisory personnel.

## **Physical Requirements**

Must be physically able to operate a variety of small machinery, including communications equipment and office machines such as computer, calculators, facsimiles, copiers, etc. Must be able to lift/move objects up to 35 pounds. Sedentary work involves sitting most of the time but may require the ability to stand, stoop, squat or drive for various periods of time. Visual acuity and manual dexterity required for typing and computer use.

*"Inland Empire United Way is an equal opportunity employer. All offers of employment are contingent upon satisfactory background screen and drug test results."*

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