



Accelerating Nonprofit Success



## Position Description

### OneOC AmeriCorps VIP Leader

<b>POSITION:</b>	AmeriCorps VIP Leader
<b>SERVICE TERM:</b>	August 2022 – July 2023
<b>HOURS:</b>	Full-time; 1700 hours w/some evenings and weekends
<b>REPORTS TO:</b>	Volunteer Services Manager

#### Position Summary:

In partnership with CalSERVES and OneOC, AmeriCorps members work with nonprofit, education and community organizations to develop their volunteer programs through the Volunteer Infrastructure Project (VIP). VIP Fellows build volunteer capacity at existing nonprofits and schools (Partner Sites) that serve children, youth and families. They do this 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. Partner Sites change annually based on community and agency need. This position is a valuable opportunity to develop and apply leadership and community organizing skills and to make a lasting difference. Extensive training in volunteer management and nonprofit professional skills is offered.

#### Program Overview

VIP Fellows are AmeriCorps members who leave a legacy in the communities they serve by building strong, sustainable volunteer programs in existing service organizations. Each VIP Fellow dedicates their service to a single Partner Site, working “behind the scenes” of service to enable volunteers to take part in meaningful service positions that meet community needs. VIP Fellows are a part of a statewide network of 180 Fellows, and are placed in small teams within their community and meet regularly for collaboration and training.

#### Position Responsibilities:

The AmeriCorps VIP Lead position focuses both on volunteer capacity building within OneOC and providing administrative support to the OneOC AmeriCorps VIP cohort of approximately 28 members. The OneOC VIP Lead will be responsible for the following:

#### *AmeriCorps VIP Lead Functions*

- Provide peer-to-peer support to AmeriCorps VIP members
- Assist with member training & meetings
- Develop and implement a volunteer program that engages high-value & specialized/skilled volunteers who take on leadership roles in the organization.
- Establish new business relationships that provide augmented support to partner site.
- Secure funding, in-kind donations, and corporate volunteers by maintaining and nurturing business partnerships.

- Participate in required trainings and professional development opportunities, including orientation(s), cohort meetings, partner site meetings, webinars and state trainings.
- Participate as a Service Leader during Days of Service projects.
- Positively represent OneOC and CalSERVES in all professional settings.
- Additional volunteer department responsibilities as assigned.

**Qualifications and Characteristics:**

- Strong personal standards of excellence, ethics and integrity. Possess ingenuity and a can-do spirit. Energized by serving others.
- Possess leadership and interpersonal skills to build positive relationships with staff, work cooperatively in group situations, and effectively respond to and resolve conflicts.
- Strong written and verbal communication skills. Comfortable speaking in public and working with diverse audiences.
- Organizational skills and the ability to effectively handle multiple tasks. Ability to problem solve and approach situations creatively.
- Ability to adapt to change in work environment, respond to feedback, and effectively handle competing demands.
- Proficient in relevant technology.
- Experience with community service, training, or leadership development.

**Eligibility Requirements:**

- Be a U.S. citizen or legal permanent resident
- Be at least 18 years of age
- Possess a HS Diploma, Bachelor's degree is preferred
- Agree to and clear a criminal background check
- Be available to commit to serving up to 40 hours per week for up to one year of service
- Must have reliable transportation and ability to travel to various training and service locations
- Have served no more than two terms in an AmeriCorps state or national program

**Benefits of Service**

- Monthly living stipend of \$2,000
- Segal Education Award of \$6,495\*
- California For All Education Award \$3,505\* (pending annual California State budget approval)
- Health Benefits
- Childcare (if applicable)
- Potential Eligibility for CalFresh (CA's food stamp program)
- Student loan deferment and interest repayment
- Extensive Professional Development and experiential learning opportunities

*\*Please note: the living stipend and education awards are taxable*