

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Communities in Schools

**Corps Member Position Title:** Volunteer Coordinator

**Supervisor:** Shayne Latter

**Days/Hours of Service:** M-F 8:30-4:30

**Physical Location:** 3400 Bienville Street, New Orleans, Louisiana 70119

---

## **Organization Mission and/or Goals:**

*Mission:* The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.

## **Program Mission and/ or Goals:**

The mission of the individual program supported by the AmeriCorps member is to provide comprehensive support and resources to our students, empowering them to overcome barriers and achieve academic success. Through strategic interventions, mentorship, and community partnerships, the program aims to ensure that every student has the opportunity to thrive academically, socially, and emotionally. By supporting the program's mission and goals through their service, the AmeriCorps member will directly contribute to the program's overall impact and help improve the lives of our students.

## **Member Position Summary:**

*Volunteer Coordinator:* The Volunteer Coordinator for Communities in Schools (CIS) plays a crucial role in supporting the organization's mission to empower students to stay in school and achieve in life. As the Volunteer Coordinator, you will be responsible for recruiting, training, and managing a team of dedicated volunteers who provide valuable support and mentorship to students in need. In this role, you will collaborate closely with the CIS program staff, school administrators, teachers, and community members to identify areas where volunteers can make a meaningful impact. You will develop and implement strategies to engage volunteers, ensuring that their skills and interests align with the needs of the students and the organization. Your ability to build strong relationships and effectively communicate will be essential in attracting and retaining a diverse pool of volunteers.

*Volunteer Recruitment:* Develop and implement effective recruitment strategies to attract volunteers from the community, including individuals, businesses, and organizations. Utilize various channels,

such as online platforms, social media, and community events, to promote volunteer opportunities and generate interest.

*Volunteer Training and Onboarding:* Create comprehensive training programs to equip volunteers with the necessary knowledge and skills to effectively support students. Conduct orientations, workshops, and ongoing training sessions to ensure volunteers are well-prepared and understand their roles and responsibilities.

*Volunteer Placement and Support:* Match volunteers with appropriate opportunities based on their skills, interests, and availability. Collaborate with school personnel and program staff to identify student needs and develop plans for volunteer involvement. Provide ongoing support, guidance, and resources to volunteers to enhance their effectiveness and address any challenges that may arise.

*Volunteer Recognition and Retention:* Establish a recognition program to acknowledge and appreciate the contributions of volunteers. Regularly communicate with volunteers, recognize their achievements, and provide opportunities for feedback and engagement. Implement strategies to enhance volunteer satisfaction, retention, and long-term commitment.

*Program Evaluation and Reporting:* Track and maintain accurate records of volunteer activities, hours served, and program outcomes. Analyze data to measure the impact of volunteer involvement and identify areas for improvement. Prepare reports and present findings to management, stakeholders, and funders as required.

#### **Essential Functions of Position:**

- Successfully recruit and retain volunteers.
- Build relationships with Universities and Colleges to create a pipeline of interns and volunteers.
- Create and provide all orientation and training to CIS employees, volunteers, and interns before volunteers/interns begin serving inside schools.
- Coordinate with CIS school partners, leadership team, and CIS employees to ensure a supportive and educational volunteer and/or intern experience.
- Provide ongoing supervision and support to CIS employees with volunteers.
- Maintain positive relationships.
- Work collaboratively with CIS staff to maintain a positive CIS image.
- Promote and maintain agency culture, standards and systems.
- Participate in CIS team approach to service delivery.
- Ability to perform physical tasks related to Volunteer Service Projects

#### **Skills, knowledge and trainings the corps member should expect to gain from this position**

Members will learn how to:

- recruit, engage and maintain volunteers.
- create, manage and evaluate a project plan.
- set data points and track them to help see the impact of what they are accomplishing.
- learn what CIS does and be able to spend time with our full time staff members to see how their job fits into supporting students.

CIS will also help members learn the history of the New Orleans education system and understand what it looks like now in comparison to other districts. Members will be invited to all applicable professional development we offer to our staff.

### **Ideal Candidate Qualifications**

Demonstrate the following agency core competencies:

#### *Communication:*

- Understand the purpose of communication and use appropriate method of communication for the situation
- Display active listening skills
- Respond to phone and email messages in a timely manner
- Establish a system for information sharing and follow-up

#### *Organizational Skills:*

- Ability to organize work flow to meet goals
- Attention to detail
- Strong recordkeeping and documentation skills
- Computer Skills
- Demonstrate basic office automation skills in order to fulfill job responsibilities
- Seek out formal or informal training to increase computer skills to more effectively perform job skills Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions
- Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.

#### *Teaching and Training:*

- Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
- Employ a wide variety of creative and diverse techniques suitable for audience to support learning goals
- Incorporate a process of feedback to evaluate effectiveness
- Create clear objectives and expectations

#### *Other Qualifications:*

- Experience in working with school-age children
- Ability to work with diverse cultural backgrounds
- Flexibility, resourcefulness, enthusiasm and high energy.
- Must have a valid Louisiana driver's license and automobile insurance.
- Must have reliable transportation to be able to travel between schools in the New Orleans area.
- Minimum qualifications include good oral and written communication.
- Knowledge of google suite is a plus but we can also train if needed.
- Ongoing training will be provided for the position.