



AmeriCorps

Member Position Description



Member Position / Title: Volunteer Coordinator

Member Immediate Supervisor Name:
Tatianna Hines

Days / Hours of Service:
Mon-Fri 10 am-6 pm

Member Immediate Supervisor Title: Program Manager

Email Address: Tatianna@frontyardbikes.com

Partner Organization Name:
Front Yard Bikes (FYB)

Address: 700 Terrace St

City: Baton Rouge, LA **Zip Code:** 70802

Website: frontyardbikes.com

Organization/Agency Mission and/or Goals:

Front Yard Bikes is a community bike shop and youth workforce development program that focuses on teaching participants of all ages how to fix and maintain bikes, urban gardening, cooking, and welding. We offer youth in the community a safe, free after-school program. They are taught responsibility and become peer leaders as they are faced with ethical and moral questions in their day-to-day lives. Our program's heart is motivated by compassion for kids from low-income families willing to work for what they can earn.

Program Mission and/or Goals:

- Develop and maintain volunteer engagement throughout the nonprofit. The volunteer coordinator's main objective is to evaluate the current systems in which the nonprofit uses to recruit volunteers and develop strategies that can be put in place to retain and engage volunteers monthly.
- The member will develop community service projects for volunteer groups and establish the logistics for the most significant outcome. The objective is to create a grassroots community project to bring the people together and empower them within the local neighborhoods.
- Create a task list and deadlines for the project & review them with the supervisor

Community Need:

The need for the students to be engaged with community members who share a passion for helping their community is an ongoing task at Front Yard Bikes. Students of Front Yard Bikes are accustomed to having volunteers who are willing to work in collaboration with them to get tasks completed in a timely manner. This standard has been in place since FYB's inception. The VC will carry this standard to ensure the volunteers who would like to be engaged with the program are utilized to their fullest potential.

Member Position Summary:

The VC will serve youth in low-income, high-risk neighborhoods by recruiting volunteers, holding orientation, and contacting volunteers. The VC will guarantee that FYB has trained and safe volunteers interacting with the students, and all volunteers understand our mission. The VC will also create tasks and plan logistics for opportunities for youth, interns, and volunteers. The goal is to engage the low-income youth and community members further to ensure that more members can receive the program's mentorship and educational development.

Necessary Training or Training Plan to be implemented prior to Member Placement:

The AmeriCorp member will have to volunteer on site one (1) hour before placement

Member Impact:

The AmeriCorp member will ensure that Front Yard Bikes has a steady base of trained volunteers to engage the youth FYB serves.

Essential Functions of Position:

1. Develop a system that can keep volunteers engaged in the nonprofit.
 - a. Evaluate the current system in which FYB uses to keep volunteers engaged in the nonprofit.
 - b. Research voluntourism as it relates to FYB
 - c. Create a database of all volunteers that FYB should engage monthly using social media, newsletter, etc
2. Continue to implement FYB specific volunteer recruitment, orientation, training, and recognition plan that increase the number of repeat volunteers.
 - a. Evolve the FYB volunteer directory database to capture volunteer data.
 - b. Build out projects that add to current programs
 - c. Research and implement projects that will connect the volunteers to the students FYB serves
3. Aid program manager with evaluating and implementing volunteer involvement in current programs
4. In collaboration with FYB staff, implement/evolve FYB's current procedures and policies. Gather feedback and make adjustments as needed.

Required Knowledge, Skills, and Abilities

- Be able to work in a team atmosphere.
- Be able to work independently with little supervision
- Check-in weekly with supervisor
- Data reporting and tracking
- Working knowledge of biking laws in Louisiana (or have the willingness to be informed)
- Be able to participate in weekly bike rides.

Required Academic and Experience Qualifications: High School Diploma