

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Mid City Redevelopment Alliance, Inc.

**Corps Member Position Title:** Volunteer Coordinator

**Supervisor:** Denise Vernon Dyson

**Days/Hours of Service:** M-F 8:00 am - 5 pm

**Physical Location:** 419 North 19th Street, Baton Rouge

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

We develop and promote the growth and revitalization of Mid City Baton Rouge by attracting new and retaining current residents and businesses.

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

Mid City Redevelopment Alliance practices comprehensive community development, which has three pillars of concentration: Community Engagement, Community Building and Community Stabilization. The Volunteer Coordinator will be a part of the C4 Program that we have in our Community Building and Engagement Department. The main goal is to engage residents and community leaders in efforts to help with different programs we will be rolling out for youth to adult.

## **Member Position Summary:**

We seek a dedicated Volunteer Coordinator to facilitate the engagement and retention of our current volunteers, while also spearheading efforts to attract new volunteers for our diverse range of events. Additionally, this role will involve the management and cultivation of our Volunteer Hub, a select group of ten committed individuals who play a pivotal role in supporting our community events. The ideal candidate will possess strong leadership abilities to oversee this program effectively.

## **Member Impact**

At the end of the service term, the Volunteer Coordinator will have engaged new volunteers and to ensure smooth operations during events and activities. They will have cultivated a dedicated Volunteer Hub, ensuring continuity and reliability in volunteer support. They also will have effectively utilized resources by maximizing volunteer contributions, thereby enhancing the organization's capacity to fulfill its mission.

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

- Develop strategies to recruit and retain volunteers.
- Coordinate volunteer schedules and assignments for events and activities.
- Provide orientation and training for new volunteers.
- Regularly communicate with volunteers to ensure engagement and satisfaction.
- Evaluate volunteer performance and recognize contributions.
- Oversee the Volunteer Hub program, including selecting, training, and managing committed volunteers.
- Collaborate with other team members to integrate volunteer efforts seamlessly into organizational activities.

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

- Volunteer Management Training sessions on volunteer recruitment, training, and retention can enhance skills in managing volunteer programs effectively.
- Housing Counseling: Workshops or certifications in housing counseling provide specialized knowledge and skills for assisting clients with housing-related needs.
- Event Management: Training in event planning, logistics, and promotion equips corps members with skills necessary for organizing successful community events.
- Professional Development: Workshops on resume writing, interview skills, and career advancement offer practical guidance for enhancing career prospects beyond the corps experience.

### **Ideal Candidate Qualifications**

**Knowledge:** Understanding of volunteer management principles and best practices. Familiarity with community engagement strategies.

**Skills:** Excellent communication and interpersonal skills. Strong organizational and time-management abilities. Leadership and team-building skills.

**Abilities:** Ability to recruit, train, and motivate volunteers. Capacity to coordinate schedules and assignments effectively. Capability to assess volunteer needs and provide appropriate support and guidance.

Previous experience in volunteer coordination or community engagement preferred.

**Useful Training or Experience:** Training in volunteer management or leadership development. Experience working with diverse groups of volunteers or community members.

Familiarity with volunteer management software or databases preferred.

### **Required Transportation Requirements (ex: own vehicle or able bike to site)**

Own vehicle or reliable transportation required for the productivity of this position.