2023-2024 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. As a member of the NeighborWorks America Community Building & Engagement Program, we ascribe to a larger theory of change that promotes resident leadership as the key to communities realizing their vision for a vibrant and welcoming place for all to call home.

**Member Position Summary:**

Volunteer Coordinator - is a professional responsible for engaging with Volunteers before, during and after an event. They would maintain accurate records for our volunteer database, work with their supervisor to ensure the needs of the organization are being met.

**Member Impact**

By having a Volunteer Coordinator not only will this help us with event, programs and projects but it will be the grand opportunity we need to build our volunteer archives and keep in contact with them to ensure they know they are needed and valued between events held.

**Essential Functions of Position:**

Tasks essential are:

- Keeping in contact with Volunteers and creating spaces for conversation for future partnerships
• Keeping Volunteer archives up to date so that we are not researching more of who is still a partner and utilizing that time on creating new ones.
• Helping to come up with new ideas for events and cultivating the opportunities to utilize existing and new partnerships for the success of these events.

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

Being a NeighborWorks Partner will open many training opportunities for the Volunteer Coordinator, ranging from Networking to Creative Placemaking these skills acquired will only enhance the candidates personal skills for future opportunities.

Ideal Candidate Qualifications

GED or H.S. Diploma, Computer Literacy Skills (Microsoft Excel, Word etc) Having worked in this field previously for 1-2 years at a non-profit

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

Own vehicle is required for the productivity of this position.