Member Position Description

- **Member Position / Title:** Group Programming Volunteer Coordinator
- **# of Member Slots in this Position:** 1
- **Member Immediate Supervisor:** Zoe Hall
- **Days / Hours of Service:** Typically Monday – Friday, 9am-5pm
- **Member Immediate Supervisor Title:** Director of Operations
- **Partner Organization Name:** NetWork Volunteers
- **Address:** 530 Louisa St
    - **City:** New Orleans
    - **Zip Code:** 70117
- **Fax number:** N/A
- **Website:** www.networknola.org

Organization/Agency Mission and/or Goals: The mission of NetWork Volunteers is to recruit, connect and manage a network of volunteers and community organizations by identifying impactful volunteer projects and creating turn-key volunteer experiences.

Program Mission and/or Goals: The AmeriCorps Member will be working with groups and will be responsible for helping coordinate our group programming:

• The Group Programming consists of two main programs. The mission of the first program (the Service Day Program) is to provide enhanced various team building events through volunteering by providing easy, engaged opportunities for participants of conferences and various special events, to create a lasting impact. The mission of the second program (the Serve and Learn Program) is to provide service experience to students through service by providing student groups easy and accessible service-learning trips with a focus on education.

Community Need:

Nonprofits play a critical role in addressing the city's largest social issues, including food security, healthcare, water management, and education. Unfortunately, many nonprofits struggle to access the necessary resources to build their networks to sustain and grow themselves. In New Orleans' case, "The typical health and human services nonprofit operates on a razor-thin margin. The median operating margin was only 0.4 percent in 2010. Just four of ten nonprofit service industries had positive (median) operating margins ranging from 0.2 to 5.6 percent. Forty-seven percent of organizations surveyed are struggling to balance their budgets, and 12 percent report being in serious risk of folding [i]." As a result, NetWork Volunteers actively recruits and manages volunteer groups for nonprofits and community organizations to help them gain greater access to human and financial support and resources. All of our volunteer groups are recruited and managed by our staff, relieving the burden on our community partners so that they in turn can focus on their missions. Additionally, all of our volunteer groups make a donation to the nonprofit they work with. To date, we have worked with over 40,000 volunteers with an economic

impact of over $11 million.

All of the work that our AmeriCorps members will do will be to further connect and manage these resourceful volunteer groups with our community partners doing great work in the region. [i] http://www.kresge.org/sites/default/files/Report-on-human-service-sector-in-New-Orleans.pdf

Member Position Summary: The Group Programming Volunteer Coordinator will be an important position that is responsible for executing our volunteer projects within the “Service Days” and “Serve and Learn” programs. The member will help us manage and build relationships with both community and hospitality partners so that we can be most effective in supporting the community while removing logistical barriers to volunteering. This position is responsible for identifying partner needs and events, coordinating volunteer projects (including additional needs and activities), and leading groups in the field.

Member Impact: This position will have a significant impact on helping us understand what projects are needed by nonprofits and community organizations. Through surveys completed by partners and volunteers, we will be measuring the member’s work by the number of volunteers and community partners managed, as well as the quality of the projects executed.

Essential Functions of Position: This position has a variety of functions such as:

• Maintaining ongoing communication with nonprofits • Attending community events to show support and build relationships • Coordinating logistics surrounding community partner and volunteer needs • Researching educational programming that enriches volunteer experience • Directing volunteers through various activities develop a greater understanding of community work • Updating and analyzing impact metrics for their respective volunteer groups • Creating social media posts and preparatory materials related to their volunteer groups

Required Knowledge, Skills, and Abilities: Strong organization, writing, public speaking, and communication skills are preferred for all team members at NetWork Volunteers. In addition, any and all information and understanding of New Orleans and Southeast Louisiana. A background in customer service is preferred.

Required Academic and Experience Qualifications: Corps Members will need to have a high school diploma or equivalent certification. Basic computer literacy is also required. In addition, any and all experience working in or around New Orleans is greatly appreciated.

❑ Corps member candidates will undergo a federal and state background check and are checked against the

National Sex Offender Registry. The AmeriCorps and Serve Louisiana guidelines dictate that a candidate can be disqualified for the following reasons:

○ Murder conviction ○ They are registered on the sex offender registry ○ They provide a false statement in response to inquiry about criminal history (application or interview) ○ They refuse to undergo the background check

Please indicate here if your organization has any other restrictions or requirements that would deem a candidate not eligible to serve with your organization. Otherwise, please check this box:

X - Our organization does not have any additional disqualifiers to become an AmeriCorps member.