Member Position Description

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

Organization/Agency Mission and/or Goals: The mission of NetWork Volunteers is to create meaningful volunteer experiences that build investment in, commitment to, and capacity of community organizations.

Program Mission and/or Goals: The major program the AmeriCorps Member will be working with will be the International Volunteer Headquarters program:

- The Individual Volunteer Program is a program that encourages individual volunteers both domestic and international to volunteer. Individual volunteers can volunteer from anywhere from 1-12 weeks. This program connects the volunteers with community partners with a focus on supporting the volunteers and educating them in the work that they are doing.

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. "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 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 Program Manager and Developer will be an important position that will both support, execute, and further develop the Individual Volunteer Program. They will include: community outreach, developing community partnership relationships, and supporting volunteers during their time in New Orleans through a variety of tasks. They will also be identifying and developing new ways that we can provide support, education, and enhancement of the volunteer experience, and support our community partnerships further.

Member Impact: This position will have a great impact in providing individual volunteers and more specialized support to our community partners. We will be measuring the member's work through the number of volunteers and community partner relationships cultivated. We will also be assessing quantitative and qualitative volunteer and community partner feedback.

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

• Identifying ways to improve programming and education for volunteers • Developing further ways to get volunteers involved through IVHQ • Identifying community partners and doing outreach to identify potential partners and projects • Coordinating logistics surrounding community partner and volunteer needs • Providing on the ground support to both volunteers and community partners in New Orleans

Required Knowledge, Skills, and Abilities: Strong organization, writing, 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.