

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Redstick C.A.R.E.S.

**Corps Member Position Title:** Community Coordinator and Data Specialist

**Supervisor:** Tara Dixon

**Days/Hours of Service:** M-F 8:30-4:30 and some special weekend/evening events

**Physical Location:** 5475 Essen Lane Baton Rouge, LA 70809

---

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

Redstick C.A.R.E.S. is committed to building a resilient community by improving the community's behavioral, mental, and social health through human connection. We accomplish our mission by providing 40+ programs weekly at no cost to the participant. Thirty of our programs are specifically designed to include people with special needs.

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

Redstick CARES is a relatively young organization, being in existence only since August 2022, but has hit the ground running with a passion for learning, serving our community, and consistently responding to the needs of our community. The skills that Serve Louisiana supports through capacity building are in direct alignment with the areas in which we are growing: building a robust volunteer program, increasing outreach and community awareness, and program development especially in the area of tracking systems to evaluate new and existing programs.

## **Member Position Summary:**

Serve Louisiana Supports Redstick CARES is a multifaceted project. As we are a young organization, we have not yet developed the need for a full-time employee in any of the areas in which we are seeking support: volunteer management, program outreach and community awareness, and program development in regards to program evaluation. This project will be a springboard into developing these much needed areas and setting up sustainable practices.

## **Essential Functions of Position:**

### **Volunteer Coordination:**

- Recruit volunteers
- Develop a system for managing volunteers, volunteer roles and accountability/ tracking

#### Evaluation:

- Further develop a reliable and reproducible system of evaluation
- Develop a system of evaluation for new and existing programs to be used by program instructors and observers
- Analyze the metrics from evaluations to determine areas for improvement

#### Community Outreach:

- Further develop a system for gathering opportunities for community engagement
- Develop an organization system for organizing and storing outreach materials
- Develop a system to disseminate information to the community via community calendars, monthly publications, etc.

#### **Ideal Candidate Qualifications**

- Understanding of data collection, tracking, and analysis;
- Excellent communication skills (written and verbal); email; group-me;
- Ability to use the Google suite of applications (sheets, docs, etc.) to develop data collection, tracking, and evaluation methods.
- Ability to collaborate effectively with team members.
- Ability to work efficiently to meet goals.
- Buy-in to the mission of the organization.
- Ability to talk to groups of community members, volunteers, etc.
- Experience working with people with special needs is a plus!

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

Own vehicle