AmeriCorps Member Position Description

Member Position / Title: Volunteer Coordinator

# of Member Slots in this Position: 1

Member Immediate Supervisor: Erin Sullivan

Name: Days / Hours of Service: Flexible
Sunday 2pm – 8pm
Mon – Thurs 10am – 6pm

Member Immediate Supervisor Title: Programming Director

Partner Organization Name: Thrive Academy

Address: 2585 Brightside Dr. **City:** Baton Rouge, LA **Zip Code:** 70820

Fax number: **Website:** www.thrivebr.org

Organization/Agency Mission and/or Goals:
Thrive Academy seeks to empower students from underserved Louisiana communities and prepare them academically and personally for success in college and beyond. Through a unique 5-day-a-week boarding model, Thrive Academy provides the ideal environment for students to be the best version of themselves.

Program Mission and/or Goals:
Our program mission is two-fold. We are seeking the opportunity to properly offer our students community service and volunteer opportunities. We now have high school students and we want them to be able to give back and earn the service hours necessary for graduation. The other part of our mission/goals is to be able to efficiently service the many volunteer agencies that would like to work with us. As of now, we have no one available to manage these services and have unfortunately not been able to utilize the help offered.

Community Need:
Our school has been in existence since 2011. We were housed on a campus that needed major upkeep and remodeling in order to make an efficient place to operate. At the time it was the only space available that was already designed for on campus boarding but had been desolate for about 10 years. Our students and staff, spent countless hours with managing the upkeep of the building. We had some volunteers come by each summer to take on painting projects, moving furniture in/out, cleaning, etc. We managed to handle each group day by day but the need was much greater than we could take on. Since then, we've moved to our latest location, where we built the dorm from the ground up and remodeled a church annex to function as a school building. One could imagine the amount of work necessary to get everything up and running and move from one location to the next. We are grateful for the volunteers we've had to come through but we've turned down nearly 100 agencies who could come and volunteer throughout the school year because of the lack of effective management and having someone to own that piece of our organization. We are dire need of a coordinator.

Member Position Summary:
We are interested in the Volunteer Coordinator Position. The member would be directly in charge of the

following aspects for this role:

- Receiving information from interested agencies that would like to volunteer/finding new agencies to partner with our organization for volunteerism
- Training all volunteers about working with our organization, safety protocols, etc
- Setting up an organization system for tracking volunteers/schedules for training and volunteer days/sending out any necessary communication to the partners or the community/Maintaining the partnerships with the agencies/handling any necessary follow-up procedures.
- Finding opportunities for our students to be able to sign up and volunteer/lining up transportation to and from the events utilizing our staff and company vehicles.

Working closely with programming director to ensure scheduling is aligned and to find areas of need for specific projects such as: school garden, building maintenance, cleaning projects, etc

Member Impact:

Having a member to serve in this positions will be a huge contribution to our organization.

- Effectively organize the volunteer groups and make parnerships while managing their hours
- Train all volunteers on campus background, service areas needed, supply housing, etc.
- Track the service hours being put into the campus and the hours that we are putting in the community; someone to build relationships with the surrounding agencies and neighbors;
- Create opportunities for our high school kids to be able to earn service hours. As a school serving 9^{th} – 12^{th} grade students it is imperative that we align these services for them.

Essential Functions of Position:

- Receiving information from interested agencies that would like to volunteer/finding new agencies to partner with our organization for volunteerism
- Training all volunteers about working with our organization, safety protocols, etc
- Setting up an organization system for tracking volunteers/schedules for training and volunteer days/sending out any necessary communication to the partners or the community/Maintaining the partnerships with the agencies/handling any necessary follow-up procedures.
- Finding opportunities for our students to be able to sign up and volunteer/lining up transportation to and from the events utilizing our staff and company vehicles.
- Working closely with programming director to ensure scheduling is aligned and to find areas of need for specific projects such as: school garden, building maintenance, cleaning projects, etc.

All tasks are related and necessary to build a successful volunteer partnership within our community and surrounding areas. As a school serving 9^{th} – 12^{th} grade students, and having them board with us five days a week, it is imperative that we align these services for our students to be competitive when graduating and applying to colleges.

Required Knowledge, Skills, and Abilities:

- Organization
- Great Communication skills
- Ability and liking to working with and around middle and high school students
- Proficient in using Word/Excel Documents
- Creating/organizing forms

The member will work with our Programming Director and our Residential Director to receive necessary

training about the organization and areas of need in regards to volunteerism.

Required Academic and Experience Qualifications:
Qualifications include:
High School Diploma
Bachelor's Degree in progress or obtained preferred

- ❑ 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:
  - o Murder conviction
  - o They are registered on the sex offender registry
  - o They provide a false statement in response to inquiry about criminal history (application or interview)
  - o 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:

  ☒ We may disqualify if background check shows any crimes committed involving children
  □ Our organization does not have any additional disqualifiers to become an AmeriCorps member.