



## **Volunteer Wisconsin AmeriCorps National Service Program ~ serving your country**

**Job Title:** Volunteer Engagement AmeriCorps

**Reports To:** Manager of Community Volunteerism (Volunteer Engagement Division)

Marshfield Clinic AmeriCorps is now enrolling (hiring) members for the 2017-2018 program year which begins on September 11, 2017 and ends August 31, 2018.

### **Description:**

Volunteer Wisconsin AmeriCorps – This program places individuals with nonprofit organizations across Wisconsin to build and strengthen volunteer programs. Individuals will receive focused training in volunteer management then assist with such tasks as recruiting, training and supervising volunteers; creating volunteer handbooks, applications forms, and brochures; writing position descriptions; updating website content and coordinating social media; and other (non-volunteer) tasks specific to the mission of the nonprofit. Positions are full-time 35-40 hours per week and include benefits.

### **Position Overview at United Way of Greater Milwaukee & Waukesha County:**

United Way of Greater Milwaukee & Waukesha County (UWGMWC) is working within a four county area to promote volunteerism and provide a 5 Star Volunteer experience for volunteers and agencies. You will work on special projects to build and strengthen volunteer programs with local agencies and our community partners. Office hours are split between two sites, Milwaukee (225 W. Vine Street) and Waukesha (1717 Paramount Drive), with office hours of normal operation from Monday-Friday, 8:00 am – 4:30 pm. **Reliable transportation is necessary.**

### **Essential Job Functions at United Way of Greater Milwaukee & Waukesha County:**

- Recruit and assist with management of volunteers for the newly opened JCI Volunteer Resource Center.
  - Skilled volunteers for financial and banking, employment session, and more
  - United Way in-office volunteers
- Expand Tutoring program in Community Schools in Milwaukee and new program in Waukesha County.
  - Collaborate with School Coordinators with assessment of need
  - Recruit volunteers – work with Marketing for collateral materials and Volunteer Engagement team for recruitment opportunities
  - Onboard with school district and train volunteer tutors
  - Survey volunteers and teachers to measure results and outcomes
  - Document all steps for procedure manual
- Project manage volunteers for My Very Own Library and Build My Bookshelf.
- Project manage volunteers for Project Homeless Connect.
- Champion Season of Caring.
  - Assist with volunteer matching for corporate groups
  - Provide exceptional customer service to groups and agency to confirm activities
  - Present United Way Welcome/Thank-You message with agency
  - Take photos, follow-up with all appropriate waivers and provide thank-you survey
  - Enter all data in multiple databases/calendar
- Enhance and build resource library for non-profits and volunteers.
  - Research additional articles for current volunteer trends and strategies to provide agency volunteer coordinators cutting edge resources and to build a library for volunteers (individuals and corporate groups)
  - Work with Volunteer Engagement and Marketing to upload resources.
- Support United Way Volunteer Programs.
  - United Way Full Service Kit Packing and Signature Activities
    - Provide coordination of supplies to corporation and to recipient partner agency
    - Provide presentations to corporate volunteer groups to kick-off the 5 Star Experience

- Support the Coordinator of Volunteer Engagement with Global Youth Service Day
  - o Signature service and celebration sub-committee planning
  - o Duties include: volunteer project creation, recruitment of volunteers/participants for the day, celebration planning and other support as it aligns with GYSD and AmeriCorps responsibilities
- Other new volunteer initiatives as identified.

**Requirements:**

Must be able to begin on September 11, 2017

Must be at least 19 years old by September 11, 2017

Must have a minimum of a High School diploma or GED/HSED

Must be willing to serve for up to 12 months and complete the full term of service.

**Additional Required Orientation & Training (expenses covered):**

September 11, 2017 – September 14, 2017

January 3-5, 2018

\*All dates will be discussed in the interview

**Period of Service:**

Monday, September 11, 2017 – August 31, 2018. (End date is negotiable.)

**Benefits:**

- Approximately \$485.77 (gross before taxes) bi-weekly payroll for 52 weeks = \$12.630 if a member serves the full service year (12 months).
- Health insurance – option to enroll with premium paid in full (member only)
- Childcare assistance (if qualified), up to 100% of costs
- \$5,815 education award upon successful completion of the term of service.
- Forbearance on qualified student loans and interest accrual payments while serving. (taxable)
- Service gear, program logo-wear
- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration and accountability)
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community.
- Build value in – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they've invested in the member and what they will be receiving.

**How do I apply?**

Contact Michelle Gutknecht, Human Resources Generalist at United Way of Greater Milwaukee & Waukesha County, [mgutknecht@unitedwaygmwc.org](mailto:mgutknecht@unitedwaygmwc.org) Phone: 414-263-8108

**Or**

Lori Hayes, Manager of Volunteer Engagement at United Way of Greater Milwaukee & Waukesha County, [Lhayes@unitedwaygmwc.org](mailto:Lhayes@unitedwaygmwc.org) Phone: 262-409-2414

**Equal Opportunity Employer**

**M/F/Disability/Vet**