



**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 2019-2020 program year which begins on September 9, 2019 and ends August 31, 2020. Apply soon! The window for accepting candidates closes August 1st!

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 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 at United Way, local agencies and our community partners. Office hours are split between two sites, Milwaukee (225 W. Vine Street) and Waukesha (2717 N. Grandview Blvd), 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 volunteers and confirm their attendance for many of the signature events at United Way of Greater Milwaukee & Waukesha County. Utilizing a volunteer matching software and Outlook. Follow-up with survey and thank you communications.
- Collaborate with Supervisor to Lead and Project Manage volunteers for the following events:
 - My Very Own Library
 - Project Homeless Connect
 - Fill the Bus and Warehouse for Backpack Coalition
 - Winter Bites
- Support Virtual Tutoring program (VELLO) in local schools
 - Communicate and coordinate with School Coordinators for classroom schedules
 - Recruit volunteers – work with Marketing for collateral materials and Volunteer Engagement team for recruitment opportunities
 - Onboard with school district and train volunteer tutors
 - Communicate with volunteers periodically to create an ongoing positive volunteer experience
 - Survey volunteers to measure results and outcomes
 - Document all steps for procedure manual
- Support United Way Volunteer Programs
 - United Way Full Service Kit Packing and Signature Activities
- Assist with volunteer recognition activities year round and during volunteer appreciation week
- Other new volunteer initiatives as identified
- Must be able to frequently lift and/or move up to 50lbs, requesting any help needed.

Requirements:

- Must be able to begin on September 9, 2019
- Must be at least 19 years old by September 9, 2019
- Must have a minimum of a High School diploma or GED/HSED
- Must be able to pass a criminal, FBI and DMV background check (Please note that having a background does not automatically exclude someone from membership.)
- Must be willing to complete the full term of service (1700 hours) and serve for up to 12 months

Additional Required Orientation & Training (mileage, meals & housing expenses covered):

September 9, 2019 – September 13, 2019

January 8-10, 2020

*All dates will be discussed in the interview

Period of Service:

Monday, September 9, 2019 – August 31, 2020. (End date is negotiable.)

Benefits:

- Approximately \$538.00 (gross before taxes) every two-weeks. Final payroll is determined by the member's tax status.
- Health, vision and dental insurance option (basic coverage 80/20 plan) with premium paid in full (member only)
- Childcare assistance (if qualified)
- \$6,015 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

Additionally

- Resume builder – Your good work for both Marshfield Clinic Health System and United Way of Greater Milwaukee & Waukesha County will look great on a resume!
- Networking – Members will connect at all levels of the organization and with the community!
- Professional training and experience – Hands on, real experience including knowledge on how United Way raises funds and monitors success to be one of the most efficient nonprofits in the world!
- Development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration and accountability)!
- Build value 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 Phone: 414-263-8108

Equal Opportunity Employer

M/F/Disability/Vet