



VOLUNTEER SAN DIEGO Position Description

Title: Service Events Coordinator, AmeriCorps Volunteer Infrastructure Program (VIP) Leader
Reports to: Service Events Manager
Service Hours: Full time – temporary 12-month position
Start Date: August 16, 2010
Classification: AmeriCorps Member
Members receive:

- a living allowance of \$14,000 for the full year of service
- excellent training opportunities
- health benefits
- Segal AmeriCorps Educational Award of \$5,350



BACKGROUND

Volunteer San Diego's mission is to create lasting community impact through meaningful individual and group volunteer action. As the volunteer center of San Diego County, Volunteer San Diego connects volunteers of all ages to opportunities; promotes volunteerism; builds capacity of organizations to effectively engage volunteers, and is involved in strategic initiatives – all with the goal of making volunteering a way of life. Volunteer San Diego serves the entire region while working with over 700 local community organizations, focusing on core issues ranging from disaster recovery to healthcare.

The AmeriCorps Volunteer Infrastructure Program (VIP) is designed to address the significant challenges faced by California communities, especially children, youth and families, due to the recent economic downturn. Through the program, teams of AmeriCorps members will be placed in communities to develop volunteer programs, harnessing the desire to serve to directly impact communities in need. Volunteer San Diego will place 12 members in local partner organizations and host two VIP Leaders within our organization providing high quality support to volunteers in order to offer them the skills and resources they need to be successful and sustain their volunteer activities.

POSITION SUMMARY

AmeriCorps VIP Leader positions are a one-year service opportunity through AmeriCorps, a national service organization. As a VIP Leader, you will be part of a team working jointly to coordinate programs and to coach and support a cadre of VIP Fellows placed at Partner Sites throughout the community. However, your primary role will be to further develop the volunteer programs at Volunteer San Diego.

Service Events Coordinator

Get event and project planning experience while giving back to the community! The Service Events Coordinator AmeriCorps VIP Leader will focus on the development, sustainability and implementation of Volunteer San Diego's group volunteer projects/events (including but not limited to Corporate Volunteer Events, the Flexible Volunteer Program, Serve-a-thon and community based group support). The Service Events Coordinator is responsible for volunteer project management, volunteer coordination and training volunteer leaders.

This position is a wonderful opportunity to develop and apply your leadership, community organizing, and work skills while make a lasting difference in the lives of children, youth, their families, and the local community.

ESSENTIAL FUNCTIONS – Service Events Coordinator

- Coordinate and plan Volunteer San Diego's (VSD) managed volunteer projects/events – including project logistics, the procurement of project supplies, on-site volunteer management and facilitation of reflection activities
 - Current VSD Managed Projects Include: Serve-A-Thon (Sept/Oct), Corporate Volunteer Events (monthly), Flex Projects (monthly)
- Act as on-site coordinator for projects/events: lead event management and event clean up as required
- Manage on-site volunteers (including project leaders), as needed
- Assist with collection of statistical data and reporting
- Maintain timely and effective communication with volunteers, volunteer groups and organizations
- Develop strategic partnerships and relationships with nonprofit partners

- Assist with strategic initiatives and special volunteer projects, as required
- Support volunteer project leader trainings
- Manage and/or supervise office volunteers, as needed
- Coach and mentor VIP Fellows serving at Partner Sites in your community
- Track volunteer program and infrastructure development at the Partner Sites
- Participate in all program required trainings and development opportunities, including orientation, two statewide trainings, two regional trainings and monthly meetings/events
- Compile monthly e-newsletters

SECONDARY FUNCTIONS:

- Positively represent VIP in a variety of settings, including recruitment opportunities, staff meetings, trainings, and service events
- Conduct outreach and orientations to strategic partners about Volunteer San Diego's programs and services
 - Represent Volunteer San Diego at conferences and volunteer/agency fairs, as needed
- Assist with other involvement/community building activities for the VIP program, including: regular check-in calls with VIP Fellows, monthly fun events, trainings and community service projects
- Assist with response to general volunteer inquiries (referral calls and emails) and assist Volunteer San Diego with other programs and services, as needs dictate
- Assist with program evaluation
- Support Volunteer San Diego with Disaster Program, as needed

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree or equivalent experience preferred
- High level of computer literacy, especially MS Office, databases and web-based applications
- Must be highly organized, detail oriented and expert at customer service
- Excellent interpersonal and communication skills, including public speaking, writing and sense of humor
- Experience conducting trainings would be beneficial
- Some experience in event planning and/or volunteer management
- Personal volunteer experience a plus
- Must have a valid drivers' license and utilize own transportation for field work (*with expense reimbursement*)
- Ability to work evenings and weekends when required
- Must clear a criminal background check (DOJ and/or FBI; National Sex Offender Public Website Database)
- One previous term of AmeriCorps experience strongly preferred
- Must provide current photo ID, signed Social Security Card, and proof that s/he is a US Citizen, a US National, or a Legal Permanent Resident before or at the time of sign-up
- Ability to travel for statewide and regional trainings
- Knowledge of the San Diego nonprofit community helpful

PHYSICAL DEMANDS

The physical demands described here are representative of those that may be needed to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Extensive use of the computer
- Write, type, and/or handle or feel small controls
- Move or transport supplies of up to 25 pounds, on occasion

BENEFITS

- A living allowance of: \$14,000 per year; approximately \$538 gross bi-weekly
- Health coverage
- Ten personal leave days and ten sick days
- An Education Award of \$5,350 upon completion of a full year of service
- Training and personal development opportunities, which includes learning about AmeriCorps program goals and methodologies, community development, the field of volunteerism and volunteer management, nonprofit operations, cultural issues, and other topics.

TO APPLY

- Go to the AmeriCorps Portal: <https://my.americorps.gov/mp/login.do> and click **Apply to Service** and search for the title of this program: **AmeriCorps VIP: Volunteer San Diego**.
- **Also**, please send your resume to jfeinstein@volunteersandiego.org at Volunteer San Diego

For questions, contact Jaci at jfeinstein@volunteersandiego.org or 858.300.3280 x207

For more information, visit:

- Volunteer San Diego – www.volunteersandiego.org
- AmeriCorps – www.americorps.gov