



Position Description



JOB TITLE: **AmeriCorps Program Assistant**

WAGE:	\$15.00/hour	REPORTS TO:	AmeriCorps Program Manager
STATUS:	Non-Exempt	LOCATION:	Santa Barbara County

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons with disabilities in accordance with the Department of Fair Employment and the Americans with Disabilities Act.

- Assists with development and implementation of the overall AmeriCorps program
- Posts fliers, tables at events, and give presentations as needed
- Receipt & disposition of member applications per program procedure
- Communicate with agencies and track MOUs, forms & Agency Agreements
- Complete NSOPR & track criminal background check completion
- Assist members to complete required enrollment materials and collect required documentation
- Ensure members have completed all program requirements before exit; complete exit forms
- Assist with planning monthly trainings, securing trainers and locations
- Provide initial orientation assistance at agencies as needed
- Provide make-up and follow-up training sessions to members as needed
- Assist members in tracking service hours via OnCorps time keeping system and develop plans to make up hours when needed for successful term completion
- Assist with data collection needs and reporting requirements
- Assist with member team building, social activities and implement member recognition activities
- Maintains Member Document Tracker, program files and records for adherence to state and federal program regulations
- Implement and comply with all governing standards (CNCS, AmeriCorps, OMB)
- Maintains safety and security practices
- Completes personal travel and purchase reimbursements and personal Time Study
- Plan and participate in MLK Day, CC Day, 9/11 Day of Remembrance, AmeriCorps Week, Volunteer Week and other designated service activities as required by AmeriCorps and selected by Program staff
- Plan and prepare for Graduation event

SCOPE OF SUPERVISION

No direct employee or member supervision required. Provides member and agency performance information to the AmeriCorps Program Manager and Director for their evaluation and action.

CONTACTS WITH OTHERS

AmeriCorps members; participating AmeriCorps agency staff; general public; government agency representatives; business representatives; members of the community; persons under duress with social service needs; AmeriCorps program beneficiaries to include veterans and people experiencing homelessness.

WORKING CONDITIONS

Typically works in a program office environment. Exposed to work conditions at off-site agencies, businesses or other community locations. Regular travel to community locations and events.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help United Way, AmeriCorps, the employee, and/or applicants identify where reasonable accommodations may need to be considered.

While performing duties of this job, the employee regularly converses verbally with others in person and by telephone. The employee regularly exhibits digital dexterity and eye-hand coordination when performing general typing, word processing and other tasks. The employee frequently sits for periods of time in the office, during meetings and when traveling to program/community sites, and regularly stands and walks. Vision demands include close, relatively detailed vision when using the computer for extended periods.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of: report writing, record keeping, data compilation; internet communication, computer skills, computer programs and software, information security, cloud computing, shared databases, smart technology; standard office practices; volunteer recruitment and management; outreach and direct service; needs of veterans and people experiencing homelessness; commitment to the mission of the United Way and AmeriCorps.

Ability to: communicate effectively in writing, verbally and via e-mail; demonstrate strong interpersonal skills; work independently with little supervision, follow directions; speak in public; maintain a professional demeanor, and discretion working with people from diverse backgrounds; develop and maintain effective relationships with co-workers, partners, veterans and people experiencing homelessness; demonstrate ethical conduct; maintain confidentiality; exhibit flexibility in work schedule and job tasks; exhibit attention to detail; comply with all AmeriCorps, United Way and CNCS standards; resolve conflicts and crisis situations.

QUALIFICATIONS

An appropriate combination of education, training, and experience may qualify an applicant to demonstrate the required knowledge, abilities and skills for the position.

High school diploma or GED required; college degree preferred. Experience with volunteer recruitment and management preferred. A sincere interest in assisting veterans and people experiencing homelessness. One to three years work experience with a non-profit organization. Personal vehicle with certification of automobile insurance. Ability to document identity and employment eligibility as a condition of employment in compliance with Immigration Reform and Control Act requirements. Satisfactory National Background Checks in compliance with AmeriCorps state and federal requirements.

This job description does not state or imply that these are the only duties and responsibilities to be performed by the employee. The employee is required to follow instructions and perform any duties required by the employee's supervisor or designee.

An Equal Opportunity/Affirmative Action/Title IX Employer; Tobacco, Drug & Alcohol Free Work Place

Accommodation for people with disabilities: If you need special services or facilities due to a disability to apply or interview for this position, please contact the United Way of Northern Santa Barbara County at 805-922-0329