

YMCA at Virginia Tech

AmeriCorps Position Description

Volunteer Recruitment and Coordination

In partnership with our sponsoring organization, Equal Heart, the YMCA at Virginia Tech is recruiting individuals to serve as AmeriCorps members to reduce hunger, provide engagement for youth, promote job readiness, and support environmental education. In exchange for their service, AmeriCorps Members receive a bi-weekly living allowance and an end-of-term education award – total living allowance is \$6,750, education award is \$2,474.

Applicants **must meet** the following minimum criteria:

- ✓ Available for the entire duration of the program
- ✓ 17 years old or older by program start date
- ✓ U.S. Citizen or Permanent Resident
- ✓ Commitment to serve the community!

General Description

The YMCA at Virginia Tech will offer two (2) AmeriCorps position for 20 hours per week from September 2022 to May 2023. The focus of this work will be volunteer recruitment and coordination, with responsibility for increasing the number of volunteers serving the Y's programs, events, and activities. The Volunteer Coordinator will engage prospects for all types of projects for the YMCA.

Scope of Work

- I. Recruitment
 - a. Develop new and innovative ways to reach out to students at Virginia Tech, Radford University, New River Community College, and the general public about volunteer opportunities and ways to get involved.
 - b. Organize and host volunteer recruitment events throughout the year
 - c. Respond to volunteer leads that come through the volunteer request forms
 - d. Conduct presentations throughout the community, both on and off campus, to encourage individuals and groups to become involved with the Y.
 - e. Identify potential sources of volunteers, such as:
 - i. Social Science Departments or majors
 - ii. Curricula that require internships, field study, service learning, etc.
 - iii. Volunteer-oriented clubs and organizations
- II. Engagement
 - a. Organize and host on-going volunteer engagement events throughout the year
 - b. Create a system to keep volunteers engaged, including a volunteer newsletter, social media activities, etc.
 - c. Cultivate and maintain relationships with key individuals and organizations
- III. Coordination
 - a. Work with YMCA professional staff and Student Program Leaders to assess program and project needs for volunteers
 - b. Maintain and manage the YMCA Volunteer Database, keeping track of individuals who volunteer, number of hours volunteered, etc.

Required Skills and Knowledge

- Passionate about community service and volunteerism.
- Strong communication capabilities
- Skilled at group dynamics and developing connectivity among groups of people
- Valid driver's license
- Self-starter who possess strong leadership skills
- Demonstrated ability to establish and maintain working relationships
- Strong organizational skills.
- Comfortable working with a diverse group of people.
- Demonstrate ability to work independently and as a member of a team
- Professional demeanor and proficient at multi-tasking