



Volunteer Maryland Coordinator (VMC) Position Description

PURPOSE AND SCOPE:

The Volunteer Maryland Coordinator (VMC) will be responsible for recruiting volunteers for six separate volunteer positions at the Baltimore CASH Campaign: Tax Volunteers, Financial Resource Volunteers, CASH Coaches, FAFSA Preparers, Credit Report Educators, and Money Power Day Volunteers. Each volunteer position works towards the mission of increasing financial security for low-income Baltimore families. In addition, the VMC will strengthen existing volunteer structures, including program evaluation, volunteer policies and procedures, and tracking systems.

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving at Baltimore CASH Campaign. Volunteer Maryland Coordinators (VMCs) are responsible for developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2010. The VMC service year will begin on September 15, 2010 and conclude on August 2, 2011.

BENEFITS:

Full-time VMCs receive a living stipend of \$13,000, an education award of \$5,350, and health insurance if they are not already covered. They may also qualify for a child care allowance. Other benefits include student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference in a local community.

DUTIES:

- Develop a written work plan and timeline for implementation.
- Develop program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
- Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Facilitate orientation and training for volunteers.
- Supervise volunteers; assist in the implementation of recognition activities for volunteers such as special events, awards, gifts, etc.

- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals; report on progress in statistical and narrative reports for Volunteer Maryland.
- Develop community partnerships to support the volunteer program.
- Perform direct community service each week (up to four hours each week).
- Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps.
- Participate in VM and AmeriCorps training, service projects, and other activities.
- VMCs may be assigned other volunteer program duties during the course of the service year by the Service Site Supervisor.

SELECTION PROCESS:

To participate in Volunteer Maryland, applicants must submit a written application. Staff will review the application, with special emphasis placed on the writing sample, invite the applicant to interview if appropriate, conduct two reference checks, and complete a criminal background investigation.

ENROLLMENT REQUIREMENTS:

To serve in AmeriCorps, VMCs must be at least 17 years of age; have a high school diploma or GED; and be a U.S. citizen or permanent resident alien. Documentation of age, education, and citizenship are due on the first day of the service year.

SKILLS AND ATTITUDES NECESSARY:

- Skilled at taking initiative, problem solving, and working independently, to be able to develop and implement a volunteer program.
- Skilled at building interpersonal relationships, to work effectively as part of a team (at the Service Site and with his/her class of VMCs), and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Committed to the concept of national service and to making a difference in his/her community.
- Basic computer literacy, to be able to produce program materials and track volunteer hours.
- Have own, or have access to, transportation to and from VM trainings, events, and Service Site-related activities.
- Able to respond to organizational change productively and maintain positive attitude.

ORIENTATION AND TRAINING:

Volunteer Maryland provides approximately 20 days of training in program development, volunteer management, marketing, communication, and leadership skills. Training is held the first two weeks of the service year, with monthly training days throughout the rest of the year.

Additional training opportunities are also available through AmeriCorps and the Service Site. The Site Supervisor provides orientation to the VM Coordinator's local placement site. In addition, the VMC at Baltimore CASH Campaign will have the opportunity to receive training in tax preparation and asset development.

SUPERVISION AND EVALUATION:

The Service Site Supervisor provides day-to-day supervision. The Site Supervisor will evaluate performance in accordance with the agency's policies. In addition, Volunteer Maryland's Director provides overall supervision to all VM Coordinators, and evaluates performance at mid-year and at the end of the year.

HOURS:

Full-time AmeriCorps members are required to serve approximately 40 hours each week. At Baltimore CASH Campaign the office hours will be 9:00 – 5:00 Monday through Friday; evening and weekend work will be required from time to time, particularly during tax season. Volunteer Maryland training days are 10:00 am – 4:00 pm.

LOCATION:

The VMC's office will be located at 111 Water Street, Suite 201, Baltimore, MD 21202; VM training locations will vary.

For questions, or to receive a copy of the application form, please call Monica Copeland at 410-234-2803 or email monica@baltimorecashcampaign.org