



This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

Project A.C.E.S AmeriCorps Member Position

*Early Sept 2021-Aug 31, 2022
(3, 6, 9, or 12-month terms)*

Project A.C.E.S. AmeriCorps members (ages 17+) serve in Boys & Girls Clubs throughout Indiana providing educational support and healthy lifestyle programming to at-risk youth.

Program Benefits

- Serve and connect to your community
- Serve 1700, 1200, 900, 675, **450**, or 300- hours
- **Living Allowance** – ranges from **\$3,000-\$17,000**
- **Education award** upon successful completion- **\$1,342.86- \$6,345.00**
- Training and professional development (*12-20% of hours*)

Roles and responsibilities will vary by service site. Responsibilities include providing education and career development programs to youth, ages 5 – 18 years; implementing daily activities including: tutoring, conflict resolution, health and safety, enrichment, and clubs; recruitment and support of additional volunteers at sites to build organizational capacity; and spreading the AmeriCorps vision and visibility within the service site community.

Interested?

Foundation For Youth

Columbus Youth Camp Director- cyc@columbusyouthcamp.com

Boys & Girls Club Director- bgc@foundationforyouth.com

FFY Volunteer Resource Manager Position- volunteer@foundationforyouth.com

<https://www.indianabgc.org/ameriCorps>



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FOUNDATION FOR YOUTH OF BARTHOLOMEW COUNTY, INC.

Job Description

Americorp Volunteer Resource Manager

Job Purpose

VRM manages volunteer resources to assist in the delivery of FFY's programs and services. This includes directly managing volunteers, and/or providing guidance, support, resources and tools to staff who supervise volunteers. Managing volunteer data and keeping confidential records. Supporting grant reporting for Boys & Girls Club and Columbus Youth Camp.

Primary Duties and Responsibilities

Organize the volunteer program

- Administer, and review policies and procedures which guide the volunteer programs and services, and reflect the overall values of the organization
- Administer forms and records to document the volunteer activities
- Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with staff as appropriate
- Evaluate the contribution of each volunteer on an annual basis
- Prepare a monthly report on the contribution of the volunteer program to FFY

Engage volunteers

- Promote the volunteer program to gain community support of the volunteer program and the organization through agency fairs, The Republic, United Way VAC etc
- Implement effective strategies to recruit the right volunteers with the right skills
- Follow the Volunteer Policy & Procedures Manual

Lead the volunteer program

- Guide orientation of volunteers to increase their understanding of FFY and our services
- Ensure that volunteers are given appropriate training to be successful in their positions
- Ensure that volunteer check-in procedures are followed and maintain records of volunteer hours according to established procedures
- Ensure that volunteers receive the appropriate level of supervision
- In conjunction with program staff, plan and implement informal volunteer recognition activities to recognize the contribution of volunteers to FFY

Manage Grant Reports for Boys & Girls Club and Columbus Youth Camp

- Understand requirements of a variety of grants
- Manage deadlines monthly/quarterly/annually for a variety of grants
- Gather data and materials to submit timely reports for a variety of grants
- Work with program staff to ensure valid and complete grant reports and outcomes

Personal characteristics

VRM should demonstrate competence in some or all of the following:

- Understand ethical behavior and business practices, and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the values of FFY
- Establish and maintain positive working relationships with others, both internally and externally
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Positively influence others to achieve results that are in the best interest of FFY
- Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities

This position will report to FFY's Youth Development Director

Hours: approx. 30+/- weekly, flexible, may require some weekends and evenings

Compensation: Americorp Living Allowance – up to: \$17,000, Education Award – up to: \$6,345.00