

Grinnell AmeriCorps Partnership

2019-20 Part-Time AmeriCorps Application (Coordinator Positions)

Self-motivated, socially-minded individuals who have a passion for youth and education in rural America are invited to apply for a position with the Grinnell AmeriCorps Partnership program. Successful applicants will be matched with Grinnell area host organizations to support community education priorities.



How to Apply

Please review the attached position descriptions (beginning on page 7) and complete the application to describe your interest and qualifications. Applicants may apply for one or more positions. Responses do not need to be submitted on the application form itself, but answers must be typed and may not exceed 100 words for any question.

Eligibility and Member Selection

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the basic eligibility requirements. Preference will be given to applicants who meet additional qualifications.

Member Benefits

AmeriCorps Service Members are eligible to receive a range of benefits. See the full list of member benefits in the position descriptions.

To Submit Your Application

Submit completed applications to:
Community Enhancement & Engagement,
Grinnell College, Goodnow Hall, 1118 Park
Street, Grinnell, IA 50112
americorps@grinnell.edu

Application Timing

The deadline to apply is Monday,
September 9, 2019.

For More Information

For more information, visit the program website at www.grinnell.edu/about/offices-services/community-enhancement/grinnell-ameri-corps-partnership or contact us:
Grinnell AmeriCorps Partnership, Grinnell College, Goodnow Hall, 1118 Park Street, Grinnell IA, 50112, (641) 269-3900
americorps@grinnell.edu

About AmeriCorps

AmeriCorps engages more than 75,000 members in intensive service annually to serve through nonprofit, faith-based, and community organizations at 21,000 locations across the country. These members help communities tackle pressing problems while mobilizing millions of volunteers for the organizations they serve. Since 1994, more than one million Americans have provided more than 1.2 billion hours of service to their communities and country through AmeriCorps. For more information, visit NationalService.gov. AmeriCorps is a program of the Corporation for National and Community Service, a federal agency that engages more than five million Americans in service through its AmeriCorps, Senior Corps, Social Innovation Fund, and Volunteer Generation Fund programs, and leads the President's national call to service initiative, United We Serve

Member Service Application *(page 2)*

I. Member Service Application for Capacity Building Positions

1. PERSONAL INFORMATION

Name: _____

E-Mail Address: _____

Phone Number: _____

Address: _____

2. BASIC ELIGIBILITY

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements. Please certify that you meet the basic eligibility requirements by checking each circle below:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Ability to successfully complete and pass required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

3. MEMBER POSITION SELECTION

Which service member position(s) are you applying for? If applying for more than one, please rank your choices in order of preference (position descriptions begin on page 7.)

Position Title	Position Selection (May select more than one, if so please rank your choices.)
Community Engagement Coordinator	
Family Engagement Coordinator	
Healthy Readers Taskforce Coordinator	
School Readiness Taskforce Coordinator	
Skills Gap Facilitator	
Volunteer Engagement Coordinator	

Member Service Application *(page 3)*

SHORT ANSWER QUESTIONS

Please answer each of the questions in the space below. You do not need to answer these questions on this form, but if submitting your answers separately, please type your responses and do not exceed 100 words for each question.

4. INTEREST AND EXPERIENCE

A. GENERAL INTEREST. Please explain why you want to serve with the Grinnell AmeriCorps Partnership.

B. EXPERIENCE. What evidence is there in your background that indicates that you have the experience to perform the service requirements outlined? Make sure to consider your paid and non-paid experience when describing your relevant background.

C. EDUCATIONAL ISSUES. This service opportunity is focused on educational issues in a small rural town. Please describe any particular interest or experience in rural education, if any.

Member Service Application *(page 4)*

D. COMMITMENT. What evidence is there in your background that indicates your ability to fulfill the required service time commitment and serve through the duration of the term of service as outlined in the position description?

E. COLLABORATION. Describe one example of a time you have successfully collaborated with others to complete a project.

5. FOCUS AREA INTEREST

A. REASON FOR FIRST CHOICE. Please explain why you selected the top-ranked member position in question #3.

B. ALTERNATIVE(S). If you selected alternative choices, please explain why these would be viable alternatives for you. If you did not select an alternative, please explain why there is not a viable alternative for you among the service opportunities listed.

Member Service Application *(page 5)*

RESUME AND REFERENCES

- A. RESUME. Please include a current resume with your application (not to exceed one page).
 - Resume Attached
- B. REFERENCES. Please list 3 references (non-family members) that we may contact who can attest to your work ethic and performance.

Reference #1

- Name: _____
- Company/Organization: _____
- Relationship to You: _____
- Phone: _____
- E-Mail: _____

Reference #2

- Name: _____
- Company/Organization: _____
- Relationship to You: _____
- Phone: _____
- E-Mail: _____

Reference #3

- Name: _____
- Company/Organization: _____
- Relationship to You: _____
- Phone: _____
- E-Mail: _____

Member Service Application *(page 6)*

5. ADDITIONAL INFORMATION

Please share anything else you would like the program manager to know, explaining why you should be selected for the specific service opportunity for which you are applying.

Applicant's Signature _____

Date _____

With my signature, I certify that I meet the basic eligibility requirements and that the facts put forth in this application are true to the best of my knowledge. I also acknowledge my understanding that citizenship verification, federal, and state background checks are required to serve as an AmeriCorps member in the Grinnell AmeriCorps Partnership.

APPLICATION CHECK LIST. Please ensure you have included the following elements in your application:

- Completed Application Form
- One-Page Resume

Grinnell AmeriCorps Partnership (2019-20)

Community Engagement Coordinator Position Description

The Community Engagement Coordinator will engage the community at large to build awareness of community-based education initiatives and convene meetings to better support families and kids in meaningful ways that give kids a strong start and finish with their K-12 education.

The Community Engagement Coordinator Will:

- 1. Receive Training:** Receive general and specific training to prepare for responsibilities:
 - a) Program orientation
 - b) Introduction to community engagement stakeholders and their roles
 - c) Background on community engagement initiatives in the previous years of the Grinnell AmeriCorps Partnership
 - d) Training on how to complete the program's worksheet for long-and short-term action plans
 - e) Other site-specific training
- 2. Gather Information: Consult with community stakeholders to track community engagement needs:**
 - a) Attend community meetings pertaining to existing community engagement programs
 - b) Consult regularly with AmeriCorps members who are responsible for each of the program areas
 - c) Consult with currently engaged organizations (if any)
- 3. Convene:** Coordinate regular meetings with community stakeholders to track community needs, activities, and priorities around a particular community engagement issue to better support families and kids in meaningful ways:
 - a) Identify/Confirm Taskforce members
 - b) Set meeting time/location
 - c) Create meeting agenda
 - d) Send meeting invitations
 - e) Take, distribute, and archive, meeting notes
- 4. Plan Community Engagement:** For the Grinnell AmeriCorps Partnership overall:
 - a) Update a Community Engagement Action Plan using the program's Action Planning Worksheet. This will ensure that community engagement efforts can be effective and sustainable in the long term.
 - b) Identify at least one action item of the Community Engagement Action Plan to implement.
- 5. Routine Activities:**
 - a) Answer email
 - b) Attend community meetings
 - c) Attend AmeriCorps required trainings
 - d) Coordinate the AmeriCorps required Days of Service
 - e) Serve as the community spokesperson for the Community Engagement efforts of the Grinnell Education Partnership.

Grinnell AmeriCorps Partnership (2019-20)

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

- Have interest or experience in education and/or administration
- Are organized, self-motivated, reliable, and dependable
- Have demonstrated ability to work with other people in order to get something done
- Have strong oral and written communication skills
- Interested in using their talents to serve the greater good
- Can comfortably speak, read and write English
- Have basic computer skills that include navigation of online resources and E-mail

Service Guidance

- Available to start/end service term: October 7, 2019-May 15, 2020
- Required Service Hours: The member will complete a minimum of **300** hours during the service term.
- Ability to serve approximately **10** hours per week. Anticipated service hours are between 8 a.m. and 5 p.m. Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
- Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation
- Sick time, vacation time and holidays are not counted toward required service hours.
- Members may not spend more than 20 percent of their service hours receiving education or training and no more than 10 percent of their service performing fundraising activities.

Benefits

AmeriCorps team members are eligible for the following service benefits:

- **Living Allowance.** 2019-2020 Community Engagement Coordinator will receive \$2,500 for-minimum time (300 hour) service
- **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For minimum time service, the award benefit is \$1,289.95. More information about the Education award can be found at: <http://www.nationalservice.gov/programs/ameriCorps/alumni/segal-ameriCorps-education-award>
- **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit: <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>.)

Grinnell AmeriCorps Partnership (2019-20) Family Engagement Coordinator Position Description

The Family Engagement Coordinator will engage families with community-based education initiatives to better support families and kids in meaningful ways.

The Family Engagement Coordinator Will:

1. **Receive Training:** Receive general and specific training to prepare for responsibilities:
 - a) Program orientation
 - b) Introduction to family engagement stakeholders and their roles
 - c) Background on family engagement initiatives in the previous years of the Grinnell AmeriCorps Partnership
 - d) Training on how to complete the program's worksheet for long-and short-term action plans
 - e) Other site-specific training
2. **Gather Information:** Consult with community stakeholders to track family engagement needs and strengthen existing family engagement programs:
 - a) Attend taskforce/advisory group meetings in each of the Grinnell AmeriCorps Partnership program areas to learn about taskforce/advisory group activities and priorities
 - b) Attend community meetings pertaining to existing family engagement programs to learn about activities and priorities
 - c) Consult regularly with AmeriCorps members who are responsible for each of the program areas
 - d) Consult with currently engaged families (if any)
3. **Plan Family Engagement:** For the Grinnell AmeriCorps Partnership overall:
 - a) Create a Family Engagement Action Plan using the program's Action Planning Worksheet. This will ensure that family engagement efforts can be effective and sustainable in the long term.
 - b) Identify at least one action item of the Family Engagement Action Plan to implement.
4. **Routine Activities:**
 - a) Answer email
 - b) Attend community meetings
 - c) Attend AmeriCorps required trainings
 - d) Coordinate the AmeriCorps required Days of Service, in conjunction with other Americorps Members
 - e) Serve as the community spokesperson for the Family Engagement efforts of the Grinnell Education Partnership

Grinnell AmeriCorps Partnership (2019-20)

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

- Have interest or experience in education and/or administration
- Are organized, self-motivated, reliable, and dependable
- Have demonstrated ability to work with other people in order to get something done
- Have strong oral and written communication skills
- Interested in using their talents to serve the greater good
- Can comfortably speak, read and write English
- Have basic computer skills that include navigation of online resources and E-mail

Service Guidance

- Available to start/end service term: October 7, 2019 – May 15, 2020
- Required Service Hours: The AmeriCorps Member will complete a minimum of **300** hours during the service term.
- Ability to serve approximately **10** hours per week. Anticipated service hours are between 8 a.m. and 5 p.m. Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
- Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation
- Sick time, vacation time and holidays are not counted toward required service hours.
- Members may not spend more than 20 percent of their service hours receiving education or training and no more than 10 percent of their service performing fundraising activities.

Benefits

AmeriCorps team members are eligible for the following service benefits:

- **Living Allowance.** 2019-2020 Family Engagement Coordinator will receive \$2,500 for minimum time (300 hour) service
- **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For quarter time service, the award benefit is \$1,289.95. More information about the Education award can be found at: <http://www.nationalservice.gov/programs/amicorps/alumni/segal-amicorps-education-award>
- **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit: <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>)

Grinnell AmeriCorps Partnership (2019-20)

Healthy Readers Taskforce Coordinator Position Description

The Healthy Readers Taskforce Coordinator will partner with community stakeholders to promote kids' health and wellness so young children have a healthy foundation.

The Healthy Readers Taskforce Coordinator Will:

- 1. Receive Training:** Receive general and specific training to prepare for responsibilities:
 - a) Program orientation
 - b) Introduction to healthy reader stakeholders and their roles
 - c) Background on healthy reader initiatives in the previous years of the Grinnell AmeriCorps Partnership
 - d) Training on how to complete the program's worksheet for long-and short-term action plans
 - e) Other site-specific training
- 2. Convene Healthy Readers Taskforce:** Coordinate regular Healthy Readers Taskforce meetings with community stakeholders to track community needs, activities, and priorities (including volunteer needs, family engagement needs, and community engagement needs) that pertain to kids' health and wellness:
 - a) Identify/Confirm Healthy Readers Taskforce members
 - b) Set meeting time/location
 - c) Create meeting agenda
 - d) Send meeting invitations
 - e) Take, distribute, and archive, meeting notes
- 3. Plan Healthy Readers:**
 - a) Create and/or update the Healthy Readers Action Plan using the program's Action Planning Worksheet.
 - This will ensure that Healthy Reader efforts are relevant, effective, and sustainable in the long term.
 - Any updates will build on information gathered in the previous years of the program and could entail additional interviews with stakeholders and internet research.
 - b) Identify at least one action item of the Healthy Readers Action Plan to implement.
 - The action item will better align existing community resources to give kids a healthy foundation.
- 4. Recruit Volunteers:** In the event volunteers are needed for a specific event or activity in the Healthy Readers Action Plan:
 - a) Collaborate with the AmeriCorps Volunteer Engagement Coordinator
 - b) Partner to recruit volunteers and see that they are engaged effectively. *If volunteers are required, volunteer duties must be specified and align with AmeriCorps guidelines and prohibitions.*
 - c) Complete, maintain, and submit a Grinnell AmeriCorps Partnership Volunteer Log to record the number and hours of Episodic and On-Going Volunteers participating in a given event or activity.
- 5. Routine Activities:**
 - a) Answer email
 - b) Attend community meetings
 - c) Attend AmeriCorps required trainings
 - d) Coordinate the AmeriCorps required Days of Service
 - e) Serve as the community spokesperson for the Healthy Readers Engagement efforts of the Grinnell Education Partnership

Grinnell AmeriCorps Partnership (2019-20)

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

- Have interest or experience in education and/or administration
- Are organized, self-motivated, reliable, and dependable
- Have demonstrated ability to work with other people in order to get something done
- Have strong oral and written communication skills
- Interested in using their talents to serve the greater good
- Can comfortably speak, read and write English
- Have basic computer skills that include navigation of online resources and E-mail

Service Guidance

- Available to start/end service term: October 7, 2019-May 15, 2020
- Required Service Hours: The AmeriCorps Member will complete a minimum of **300** hours during the service term.
- Ability to serve approximately **10** hours per week. Anticipated service hours are between 8 a.m. and 5 p.m. Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
- Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation
- Sick time, vacation time and holidays are not counted toward required service hours.
- Members may not spend more than 20 percent of their service hours receiving education or training and no more than 10 percent of their service performing fundraising activities.

Benefits

AmeriCorps team members are eligible for the following service benefits:

- **Living Allowance.** 2019-20 Healthy Readers Taskforce Coordinator will receive \$2,500 for minimum time (300 hour) service
- **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For minimum time service, the award benefit is \$1,289.95. More information about the Education award can be found at: <http://www.nationalservice.gov/programs/ameri-corps/alumni/segal-ameri-corps-education-award>
- **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit here: <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>)

Grinnell AmeriCorps Partnership (2019-20) School Readiness Taskforce Coordinator Position Description

The School Readiness Taskforce Coordinator will partner with community stakeholders to ensure young children are ready for kindergarten.

The School Readiness Taskforce Coordinator Will:

1. **Receive Training:** Receive general and specific training to prepare for responsibilities:
 - a) Program orientation
 - b) Introduction to school readiness stakeholders and their roles
 - c) Background on school readiness initiatives in the previous years of the Grinnell AmeriCorps Partnership
 - d) Training on how to complete the program's worksheet for long-and short-term action plans
 - e) Other site-specific training
2. **Convene School Readiness Taskforce:** Coordinate regular School Readiness Taskforce meetings with community stakeholders to track community needs, activities, and priorities (including volunteer needs, family engagement needs, and community engagement needs) that pertain to preparing kids for kindergarten:
 - a) Identify/Confirm School Readiness Taskforce members
 - b) Set meeting time/location
 - c) Create meeting agenda
 - d) Send meeting invitations
 - e) Take, distribute, and archive, meeting notes
3. **Plan School Readiness:**
 - a) Create and/or update the School Readiness Action Plan using the program's Action Planning Worksheet.
 - This will ensure that School Readiness efforts are relevant, effective, and sustainable in the long term.
 - Any updates will build on information gathered in the previous years of the program and could entail additional interviews with stakeholders and internet research.
 - b) Identify at least one action item of the School Readiness Action Plan to implement.
 - The action item will better align existing community resources to give kids a healthy foundation.
4. **Recruit Volunteers:** In the event volunteers are needed for a specific event or activity in the School Readiness Action Plan:
 - a) Collaborate with the AmeriCorps Volunteer Engagement Coordinator
 - b) Partner to recruit volunteers and see that they are engaged effectively. *If volunteers are required, volunteer duties must be specified and align with AmeriCorps guidelines and prohibitions.*
 - c) Complete, maintain, and submit a Grinnell AmeriCorps Partnership Volunteer Log to record the number and hours of Episodic and On-Going Volunteers participating in a given event or activity.
5. **Routine Activities:**
 - a) Answer email
 - b) Attend community meetings
 - c) Attend AmeriCorps required trainings
 - d) Coordinate the AmeriCorps required Days of Service
 - e) Serve as the community spokesperson for the School Readiness Engagement efforts of the Grinnell Education Partnership

Grinnell AmeriCorps Partnership (2019-20)

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

- Have interest or experience in education and/or administration
- Are organized, self-motivated, reliable, and dependable
- Have demonstrated ability to work with other people in order to get something done
- Have strong oral and written communication skills
- Interested in using their talents to serve the greater good
- Can comfortably speak, read and write English
- Have basic computer skills that include navigation of online resources and E-mail

Service Guidance

- Available to start/end service term: October 7, 2019-May 15, 2020
- Required Service Hours: The AmeriCorps Member will complete a minimum of **300** hours during the service term.
- Ability to serve approximately **10** hours per week. Anticipated service hours are between 8 a.m. and 5 p.m. Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
- Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation
- Sick time, vacation time and holidays are not counted toward required service hours.
- Members may not spend more than 20 percent of their service hours receiving education or training and no more than 10 percent of their service performing fundraising activities.

Benefits

AmeriCorps team members are eligible for the following service benefits:

- **Living Allowance.** 2019-20 School Readiness Taskforce Coordinator will receive \$2,500 for minimum time (300 hour) service.
- **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For minimum time service, the award benefit is \$1,289.95. More information about the Education award can be found at: <http://www.nationalservice.gov/programs/ameri-corps/alumni/segal-ameri-corps-education-award>
- **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit here: <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>)

Grinnell AmeriCorps Partnership (2019-20) Skills Gap Facilitator Position Description

The Skills Gap Facilitator will partner with community stakeholders to ensure high school students are building the soft skills necessary for post graduate success.

The Skills Gap Facilitator Will:

1. **Receive Training:** Receive general and specific training to prepare for responsibilities:
 - a) Program orientation
 - b) Introduction to skills gap stakeholders and their roles
 - c) Background on skills gap initiatives in the previous years of the Grinnell AmeriCorps Partnership
 - d) Training on how to complete the program's worksheet for long-and short-term action plans
 - e) Other site-specific training
2. **Convene Skills Gap Advisory Group:** Coordinate regular advisory group meetings to track community needs, activities, and priorities (including volunteer needs, family engagement needs, and community engagement needs) that pertain to building soft skills and collaborative networks:
 - a) Identify/Confirm advisory group
 - b) Set meeting time/location
 - c) Create meeting agenda
 - d) Send meeting invitations
 - e) Take, distribute, and archive, meeting notes
3. **Plan Skills Gap:**
 - a) Create and/or update the Skills Gap Action Plan using the program's Action Planning Worksheet.
 - This will ensure that Skills Gap efforts are relevant, effective, and sustainable in the long term.
 - Any updates will build on information gathered in the previous years of the program and could entail additional interviews with stakeholders and internet research.
 - b) Identify at least one action item of the Skills Gap Action Plan to implement.
 - The action item will strengthen collaborative networks to promote teacher and student knowledge of educational pathways and career options in Poweshiek County.
4. **Recruit Volunteers:** In the event volunteers are needed for a specific event or activity in the Skills Gap Action Plan:
 - a) Collaborate with the AmeriCorps Volunteer Engagement Coordinator
 - b) Partner to recruit volunteers and see that they are engaged effectively. *If volunteers are required, volunteer duties must be specified and align with AmeriCorps guidelines and prohibitions.*
 - c) Complete, maintain, and submit a Grinnell AmeriCorps Partnership Volunteer Log to record the number and hours of Episodic and On-Going Volunteers participating in a given event or activity.
5. **Routine Activities:**
 - a) Answer email
 - b) Attend community meetings
 - c) Attend AmeriCorps required trainings
 - d) Coordinate the AmeriCorps required Days of Service
 - e) Serve as the community spokesperson for the Skills Gap efforts of the Grinnell Education Partnership

Grinnell AmeriCorps Partnership (2019-20)

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

- Have interest or experience in education and/or administration
- Are organized, self-motivated, reliable, and dependable
- Have demonstrated ability to work with other people in order to get something done
- Have strong oral and written communication skills
- Interested in using their talents to serve the greater good
- Can comfortably speak, read and write English
- Have basic computer skills that include navigation of online resources and E-mail

Service Guidance

- Available to start/end service term: October 7, 2019-May 15, 2020
- Required Service Hours: The AmeriCorps Member will complete a minimum of **300** hours during the service term.
- Ability to serve approximately **10** hours per week. Anticipated service hours are between 8 a.m. and 5 p.m. Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
- Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation
- Sick time, vacation time and holidays are not counted toward required service hours.
- Members may not spend more than 20 percent of their service hours receiving education or training and no more than 10 percent of their service performing fundraising activities.

Benefits

- **Living Allowance.** 2019-20 Skills Gap Facilitator will receive \$2,500 for-minimum time (300 hour) service.
- **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For minimum time service, the award benefit is \$1,289.95. More information about the Education award can be found at: <http://www.nationalservice.gov/programs/amicorps/alumni/segal-amicorps-education-award>
- **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit here: <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>)

Grinnell AmeriCorps Partnership (2019-20)

Volunteer Engagement Coordinator Position Description

The Volunteer Engagement Coordinator will engage volunteers with community-based education initiatives to better support families and kids in meaningful ways.

The Volunteer Engagement Coordinator will:

- 1. Receive Training:** Receive general and specific training to prepare for responsibilities:
 - a) Program orientation
 - b) Introduction to volunteer engagement stakeholders and their roles
 - c) Background on volunteer initiatives in the previous years of the Grinnell AmeriCorps Partnership
 - d) Training on how to complete the program's worksheet for long-and short-term action plans
 - e) Other site-specific training
- 2. Gather Information:** Consult with community stakeholders to track volunteer needs:
 - a) Attend taskforce/advisory group meetings in each of the Grinnell AmeriCorps Partnership program areas to learn about taskforce/advisory group activities and priorities
 - b) Attend community meetings to learn about existing community volunteer needs
 - c) Consult regularly with AmeriCorps Members who are responsible for each of the program areas
 - d) Consult with current volunteers (if any)
- 3. Recruit Volunteers:** In the event volunteers are needed for a specific event or activity in any of the focus areas:
 - a) Collaborate with the AmeriCorps member responsible for that area
 - b) Partner to recruit volunteers and see that they are engaged effectively. *If volunteers are required, volunteer duties must be specified and align with AmeriCorps guidelines and prohibitions.*
- 4. Plan Volunteerism:** For the Grinnell AmeriCorps Partnership overall:
 - a) Continue to explore, build, and expand a "one-stop-shop" for volunteers, so people can connect with volunteer opportunities according to interest, skills, and time commitment. This would build on information gathered in the previous years of the program and could entail additional interviews with stakeholders, internet research, and experimentation on sample volunteer projects.
 - b) Update the Volunteer Action Plan using the program's Action Planning Worksheet. This will ensure that volunteer efforts can be effective and sustainable in the long term.
- 5. Routine Activities:**
 - a) Answer email
 - b) Attend community meetings
 - c) Attend AmeriCorps required trainings
 - d) Coordinate the AmeriCorps required Days of Service, in conjunction with other AmeriCorps Members
 - e) Serve as the community spokesperson for the Volunteer Engagement efforts of the Grinnell Education Partnership

Grinnell AmeriCorps Partnership (2019-20)

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

- Have interest or experience in education and/or administration
- Are organized, self-motivated, reliable, and dependable
- Have demonstrated ability to work with other people in order to get something done
- Have strong oral and written communication skills
- Interested in using their talents to serve the greater good
- Can comfortably speak, read and write English
- Have basic computer skills that include navigation of online resources and E-mail

Service Guidance

- Available to start/end service term: October 7, 2019-May 15, 2020
- Required Service Hours: The AmeriCorps Member will complete a minimum of **300** hours during the service term.
- Ability to serve approximately **10** hours per week. Anticipated service hours are between 8 a.m. and 5 p.m. Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
- Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation
- Sick time, vacation time and holidays are not counted toward required service hours.
- A maximum of 20% of your service hours may be training, education or other similar approved activities. This includes a multi-day orientation to AmeriCorps, on-site training, and other training topics opportunities related to the position and/or program. A maximum of 10% of your service hours may be for allowable fundraising activities.

Benefits

AmeriCorps team members are eligible for the following service benefits:

- **Living Allowance.** 2019-20 Volunteer Coordinator will receive \$2,500 for minimum time (300 hour) service.
- **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For minimum time service, the award benefit is \$1,289.95. More information about the Education award can be found at: <http://www.nationalservice.gov/programs/amerikorps/alumni/segal-amerikorps-education-award>
- **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit: <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>.)