AmeriCorps VIP Fellow positions are one-year service opportunities through AmeriCorps, a national service organization.

Position Summary: VIP Fellows will increase the number of high-value (skilled and corporate) volunteers providing needed services to children, youth and families who face economic hardship in the community. Additionally, VIP Fellows will build capacity within the Partner Site volunteer program to provide the support, skills and resources volunteers need to be successful.

VIP Fellows work as a part of a team to coordinate volunteer programs and to coach and support a cadre of high-value volunteers. The VIP Fellows’ primary role is developing the volunteer program at the Partner Site, bringing resources of highly-skilled volunteers to the children and families the program serves. VIP Fellows spend time in the community, building partnerships, and forging lasting relationships. This position is a valuable opportunity to develop and apply your leadership and community organizing skills to make a lasting difference in the lives of children, youth, their families, and the local community.

Major Duties:

- Develop and implement a volunteer program that specifically engages high-value volunteers, particularly specialized/skilled volunteers.
- Develop business partnerships that provide material and volunteer support for the Partner Site.
- Recruit and train community members as volunteers who support the infrastructure of programs run by nonprofit and educational organizations.
- Track volunteer program and infrastructure development at the Partner Site, utilizing a defined AmeriCorps Member Work Plan.
- Serve side-by-side with volunteers to provide guidance, to better understand the clients’ needs, and to improve the volunteer experience.
- Participate in all program-required trainings and development opportunities, including orientation, regular meetings with your local VIP team, one statewide training (travel and overnight stay will be required), and online trainings.

Secondary Duties:

- Positively represent VIP in a variety of settings, including recruitment opportunities, staff meetings, trainings, and service events.
- Assist with other family involvement/community building activities at the Partner Site.

Work Environment: Duties take place at multiple site locales throughout California with training seminars at designated locations. Position requires occasional travel. Must be able to work indoors and outdoors, as well as some night and weekend hours.
Schedule Requirements:
- Full time one-year commitment with a minimum of 1700 hours that may include evenings and weekends.
- Must maintain regular and acceptable attendance at such levels as determined by the Program Director.

Minimum Qualifications:
- Ability to create positive relationships with site staff.
- Strong written and verbal communication skills.
- Ability to work independently and as a member of a team.
- Strong organizational skills and the ability to effectively handle multiple tasks.
- Leadership and interpersonal skills to work effectively with the team.
- Problem-solving skills and the ability to approach situations creatively.
- Interest in and/or a background in community service and volunteerism.

Member Requirements:
- Must provide current photo ID, signed Social Security Card, and proof that s/he is a US Citizen, a US National, or a Legal Permanent Resident before or at the time of sign-up.
- Must be at least 17 years of age.
- Must follow the AmeriCorps Code of Conduct while serving.
- Must clear a criminal background check (DOJ and FBI; National Sex Offender Public Website Database).
- May be required to obtain CPR certification or be currently certified.
- Must submit current TB (tuberculosis) test within two weeks of sign-up if serving at a school site or other Partner Site that requires this.

Mental / Emotional Agility Requirements:
- Must be able to adapt to change in work environment, accept criticism and feedback, effectively handle multiple tasks and competing demands, work cooperatively in group situations, and work actively to resolve conflicts.
- Must work well with others on a team.

Safety Requirements:
- Ability to be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the program’s safety policies and rules.
- Be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

Physical Requirements: Must meet the program essential job functions; reasonable accommodations available upon request.

Member Signature: ________________________________ Date: ___________