



LISC AmeriCorps Service Description
Part-Time Member Position
October 1, 2013 – July 31, 2014

Local Initiatives Support Corporation and the Vine Neighborhood Association are seeking a part-time AmeriCorps member to serve as Volunteer and Program Coordinator.

VNA: The Vine Neighborhood Association exists to improve the overall quality of life in the Vine Neighborhood. The VNA's goals are to enhance collaborative partnerships with residents and local agencies; to seat and nourish programs that increase the accessibility of whole, local foods for residents; to bolster initiatives and agencies from within the neighborhood by providing space and nonprofit expertise; and to increase the sustainability and vitality of the Vine Neighborhood, by any means.

LISC: Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

Position: The member selected to serve as the Volunteer and Program Coordinator will be responsible for:

- Working to develop volunteerism within the community that's aligned with projects identified in the strategic plan
- Recruiting and engaging stakeholders to complete physical projects
- Developing a written volunteer generation plan that includes policies, procedures, and job descriptions for volunteer involvement.

Members will also be expected to fully participate as part of the LISC AmeriCorps team. LISC sponsored activities including:

- Attend a national leadership conference tentatively scheduled for March 2014. This conference is coordinated by the national LISC AmeriCorps staff;
- Attend all locally sponsored monthly meetings;
- Participate in a minimum of six nationally sponsored webinars;
- Engage in every-other-month affinity groups to discuss topics related to the member's service; and,
- Actively participating in two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week).

This is an AmeriCorps position, neither LISC nor the Vine Neighborhood Association will allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

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Desired Skills

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- A very high energy and engagement level – this position will require intensive relationship building exercises
- An ability to work independently and in a team environment
- Proficiency with a word processor and calc program, an aptitude for using social media, and a willingness to learn new technology
- Good written and oral communication skills
- The Member will work for 3 to 4 days, 5 to 7 hours daily, for a total of 20 hours weekly.

The Member will need to work evenings and weekends to accommodate the schedules of resident-leaders who may not be available during business hours.

Program Eligibility Requirements

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Possess a high school degree, GED certificate or agree to achieve GED during the term of service ü Be at least 18 years of age (note there is no age limit)
- Have status as a US citizen or possess permanent resident status
- Be eligible to earn an education award and not be barred from performing a term of service
- Be able to serve for a full 10 month period of time and within that time period complete a minimum of 900 hours of service
- Be available for service from October 1, 2013 through July 31, 2014

Program Benefits

Upon successful completion of the term of service, the member will be eligible for a \$2,775 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$8,000. The stipend is paid in 20 equal checks twice a month. Direct deposit is available and highly encouraged.

Cover Letter and Resume should be sent to:

Stephen Walsh
info@vineneighborhood.org

Vine Neighborhood Association Executive Director
511 West Vine
Kalamazoo MI, 49008

LISC & THE VINE NEIGHBORHOOD ASSOCIATION promote equal opportunity in selecting AmeriCorps members. We are committed to diversity and inclusion in the selection process.