

City of Davenport AmeriCorps Program Big Brothers Big Sisters Volunteer Enrollment Specialist

The Volunteer Enrollment AmeriCorps Specialist is responsible for the coordination and implementation of community-based and school-based plus volunteer interviews. They are responsible for the after-hours coordination and implementation of the community-based and school-based mentoring program.

SERVICE RESPONSIBILITIES:

- Partner with community partners to identify volunteers for participation in the community-based and school-based plus programs.
- Ensure the Standards of Practice, Service Delivery Model, and BBBSMV Policies and Procedures are being followed at all times.
- Recruit volunteers for the community-based and school-based plus programs.
- Coordinate after-hours volunteer enrollments, including individual orientations, group orientations, interviews, reference checks, criminal history checks, and completion of any other enrollment processes in accordance with the Service Delivery Model, Standards of Practice, and BBBSMV Policies and Procedures.
- Coordinate with Program Specialists to match approved volunteers with appropriate children.
- Ensure that all match files are accurate, timely, and in accordance with the Service Delivery Model.
- Provide timely and comprehensive written summaries of all contacts, when needed.
- Administer required measurement tools to all stakeholders.
- Represent BBBSMV at special events and fairs.
- Provide ongoing communication to key customers using various outreach marketing tools, including newsletters, email, direct mail, and events.
- The program may require the member to engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design and which help the program meet its goals. In no circumstance will members be asked to perform prohibited activities outlined in the Member Service Agreement.

Complete the following:

- Universal Precautions
- Illinois Child Abuse Mandatory Reporter
- CPR/First Aid
- FERPA/Confidentiality in schools
- Attend professional development, as scheduled

QUALIFICATIONS:

- Post-secondary education and training in the field of education, recreation, human service, child development, psychology, social work or related field
- Experience working with children and youth in a school setting

- Understanding of best practices in child development, behavior management, developmentally appropriate activities, child safety, etc.
- Be at least 18 years old, and a US citizen, national, or legal permanent resident alien
- Demonstrate good communication skills, both written and oral
- Give and accept feedback well
- Be a positive role model for students
- Be adept at multi-tasking and staying on task
- Exhibit initiative, dedication and good judgment
- Be committed to professionalism and learning
- Follow instructions and be dependable
- Work well as a team
- Demonstrate patience, flexibility, and positive stress management skills
- Work well with diverse youth and adult populations
- React quickly and with sound judgment in emergency situations

**Please contact Riley Vaughan, AmeriCorps Program Manager,
riley.vaughan@ci.davenport.ia.us or 563-949-2863**