

Davenport Parks and Recreation Sports Events Assistant AmeriCorps Member

Living Stipend: \$3,500.00

Education Award at completion of Service: \$1,638.98

Term of Service: May 17, 2021 to August 21, 2021

Minimum of 450 hours of service-average of 32-33 hours a week

### **Summary of Position:**

The Sports Events Assistant AmeriCorps Member will serve with the DPR Sports Events Management Member and the Recreation Supervisor for the Quad Cities' Corporate Games, a new initiative to encourage health and wellness among local businesses. The Sports Events Assistant AmeriCorps Member will recruit and partner with local businesses, parks and recreation departments and the Quad Cities Visitors Bureau to participate in the games. The member will also serve as an onsite contact for participants and vendors.

### **Site Specific Service Activities.**

- Be a contributing member of the QC Corporate Games team
- Coordinate with the Sports Events Management AmeriCorps Member to maintain sports schedules
  - distribute schedules to all participants
  - display sports schedules during game days
- Communicate with designated Quad Cities' businesses via email and phone calls to answer questions and confirm registration in the games.
- Compile information collected from the surveys and present to the Recreation Supervisor
- Promote partnerships between all Quad Cities' parks and recreation departments, as well as the Quad Cities Visitors Bureau by communicating updates and logistics for the QC Corporate Games
- Attend all QC Corporate Games events and competitions
- 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. Under no circumstance will members be asked to perform prohibited activities outlined in the Member Service Agreement.

### **Qualifications/Requirements**

#### **Qualifications:**

- Bachelor's Degree in Marketing, Business, Event Planning, Sports Management; graduate experience preferred
- Microsoft Word and Excel proficient

**Complete the following:**

- Attend professional development, as scheduled

**Physical Requirements:**

- Walk and carry materials up and down steps
- Stand and walk for extended periods of time
- Lift 30 pounds
- Bend, squat, and kneel

**Site Schedule:**

The Sports Events Assistant AmeriCorps member will serve a minimum of 32-33 hours between 7 am-10 pm Monday through Saturday. Members may be asked to serve at special events and activities within the grant partnership that may be outside of the member's normal service hours. Monthly Site Supervisors and Members will review the Member's OnCorps hours and calendar to insure they will successfully complete all required hours within the contract terms.

To fill out an application go to <http://www.Davenportiowa.com/AmeriCorps>