

## Minimum Requirements for Member Assignment Listings

### Two Line Summary

- Be sure to include one or two lines that summarize your program’s mission and vision.

### Member Duties and Service Description

- Please provide a basic description of what the member(s) will be doing as a part of service.
- CNCS staff are screening for prohibited activities in these sections. Please refer to the list of [prohibited activities](#) to avoid any compliance issues. Please also avoid vague verbiage such as, “other duties as assigned.”

### Program Benefits and Work Schedules

For full-time (with the exception of EAPs and Partnership Challenge):

- **Program Benefits** must include at least health coverage, living allowance (or stipend), childcare assistance if eligible, and education award upon successful completion of service.

For part-time and less, summer, EAPs, Partnership Challenge:

- **Program Benefits** must include an education award upon completion for all members.

### Program Start/End Dates and Accepting Applications Dates

- The end date for **Program Start/End Date** and the end date for **Accepting Applications** must be in the future. A listing will be approved on the same day as an end date, but it will automatically remove itself from the Portal once the **Accepting Applications** end date has passed.

### Age Requirement

- Age range must generally fall between a minimum of 17 and a maximum of none or 99 and up.
- Exceptions to this rule are Youth Corps and Encore programs.
- The only time the minimum can be lower than 17 is when the program is engaging members who are opportunity youth and were *already* out of school at age 16. These members mustn’t have left school in order to serve in AmeriCorps.

### Modification Comments and Removing a Listing

- If you indicate what edits were made and your site’s program type, it can greatly help CNCS staff understand your intention and make an accurate determination when reviewing your listing.
- Listings cannot be deleted from the Portal, but they can be hidden. Please click “No” when asked “Do you want to make this listing available now?” and indicate in modification comments that you want to remove the listing.

*Below is an example of what CNCS Staff see with highlights. Please allow 48 – 72 hours for approval.*

*For additional information, please contact your CNCS Program Officer.*

## Service and Volunteer Coordinator -

**Two Line Summary:** is dedicated to addressing community needs in southern Virginia. AmeriCorps members will focus on building the region's science, technology, engineering and math (STEM) capacity.

**Member Duties:** PREFERRED QUALIFICATIONS: • Excellent oral and written communication skills • Associate's degree or higher • Silver level National Career Readiness Certificate • Intermediate computer skills, specifically in Microsoft Office products • Savvy with social media and online design tools • Ability to work independently and as part of a team • Access to a reliable vehicle and valid driver's license • Experience working with young people, job seekers, and/or adult learners • Strong organizational skills • Willingness to learn and serve others

**Program Benefits:** Health Coverage, Training, Education award upon successful completion of service, Stipend, Childcare assistance if eligible

**Terms:** Uniforms provided and required, Car recommended, Permits working at another job during off hours, Permits attendance at school during off hours.

**Service Areas:** Community Outreach.

**Skills:** Community Organization.

**Service Description:** The Center seeks to create distinct learning experiences and career opportunities, and to strengthen the social and economic vitality of our region. Member will work to promote the region's volunteerism software, Get Connected; organize and promote days of service; and recruit volunteers in both traditional and creative ways. Full-time position, \$15,400 stipend, 1700 hours during the service year. This is approximate to serving 35 hours a week for 50 weeks. Service is anticipated to begin on September 15, 2015 and end on August 31, 2016. The Service & Volunteer Coordinator will be housed at . Occasional travel throughout the service footprint and/or to state or national conferences may be required. RESPONSIBILITIES MAY INCLUDE: • Collaborate with staff, fellow AmeriCorps members, and partner organizations to develop and support service projects through member and volunteer recruitment. • Promote regional volunteer opportunities to students, faculty and staff through electronic and social media as well as face-to-face recruitment. • Promote Get Connected, the region's volunteer management software platform, managed through the CCECC. • Develop promotional pieces for volunteer opportunities, creating a brand that is recognizable throughout the region for volunteer recruitment. • Develop volunteer protocol to support program outputs and outcomes. • Attend all mandatory host site and meetings. • Attend all planned training sessions for AmeriCorps members. • Complete and submit accurate and timely documentation of AmeriCorps service hours as required by the . • Plan and participate in the MLK Day of Service, Day to Engage, and one additional service day.

**Modification Comments:** application deadline change

SUMMARY	
<b>Program Type:</b>	AmeriCorps State / National
<b>Program</b>	
<b>Program Code</b>	
<b>Program Start/End Date</b>	09/15/2015 - 08/31/2016
<b>Work Schedule</b>	Full Time
<b>Education level</b>	Associates degree (AA)
<b>Age Requirement</b>	Minimum: 18 Maximum: None
<b>Program Locations</b>	VIRGINIA
<b>Languages</b>	English
<b>Accepting Applications</b>	From 09/08/2015 To 11/01/2015
<b>Contact</b>	
<b>Submitted By :</b>	