



Job Title:	AmeriCorps Community Outreach Coordinator
Reports To:	Program Director
Work Schedule:	Part-Time
Level/Salary Range:	N/A

FAX OR EMAIL APPLICATION & COVER LETTER TO: HANNAH@CALMWATERS.ORG

Subject Line: Community Outreach Coordinator

Job Description

SUMMARY

Operating under the oversight of the Program Director and the Director of Development, the Community Outreach Coordinator is responsible for coordinating, facilitating, and overseeing all Calm Waters Volunteers for events and programs. Additionally, the Coordinator is responsible for conducting volunteer check-ins and coordinating volunteers.

Essential Duties & Responsibilities:

Program Duties

- Coordinate volunteer onboarding process and follow up quarterly with new and existing volunteers.
- Perform background checks on all volunteers
- Respond to the client calls, and assist in managing client and volunteer database
- Plan volunteer special activities and send reminders for scheduled events
- Coordinate facilitator materials, snacks, and supplies for groups
- Attend community outreach events to recruit new volunteers and raise awareness

Administrative and Community Duties

- Coordinate special volunteer appreciation events
- Provide program leadership and support to volunteers, including regular performance evaluations.
- Participate and adhere to timeline in Calm Waters Strategic Plan.
- Attend regularly scheduled staff meetings, team member meetings, and program committee meetings.

SKILLS AND ABILITIES REQUIRED

- Demonstrates leadership abilities and ability to utilize reflective supervision
- Ability to work as a cooperative and supportive team member
- Ability and willingness to assist development and update of the curriculum
- Ability to exercise discretion in handling confidential information and materials

AMERICORPS STATE POSITION THROUGH RED RIVER COMMUNITY CORPS BENEFITS AND EXPECTATIONS

- This is a quarter-time position through AmeriCorps; if hired for the position, the member must complete an enrollment process through AmeriCorps.
- As a quarter-time position, 450 hours must be completed before August 31, 2023.
- Biweekly Living Allowance: \$400.00
- Ed Award Amount: \$1,718.25 (end-of-term benefit) can be used on any education expenses or qualifying student loans. Loan Forbearance is available while in service. May be eligible for interest accrual repayment.



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- Members may apply for SNAP benefits and may be eligible to receive the full amount of benefits.

EDUCATION AND/OR EXPERIENCE

Preferred some experienced business, communications, or human development

ADDITIONAL JOB REQUIREMENTS

Willingness to work some evenings.

Clearance of background check.