



AmeriCorps Program Director: Job Description

AC = AmeriCorps NDMV = Notre Dame Mission Volunteers IHDF = "I Have A Dream"

GENERAL PURPOSE: The AmeriCorps Program Director, in collaboration with the Senior Director of AmeriCorps & Volunteers, will design, implement, and manage the Notre Dame AmeriCorps Boulder Program and all of its operations and projects to provide direct service to "I Have A Dream" and other community partnering sites, per specific Partnering Site Agreements. Reports to the Senior Director of AmeriCorps & Volunteers.

PRIMARY RESPONSIBILITIES

Under limited supervision, plans, organizes and leads the annual Notre Dame AmeriCorps program to support IHDF program needs, as well as those of the partnering agencies.

Responsible for the recruitment, selection, and onboarding of AmeriCorps. This includes outreach efforts over a variety of platforms, including fairs, events, and other networks. Responsible for developing, creating and managing service descriptions and postings, applicant tracking, managing, communication, and initial screening. Manages the intake processes and records for AmeriCorps. Creates and provides orientation and initial training for the AmeriCorps team, including team building, workshops, and an overview of all requirements and expectations.

Facilitates, administers and monitors the annual training and meeting calendar for AmeriCorps members. Coordinates events, leads activities, partners with workshop facilitators, collects and shares feedback. Takes the lead on national AmeriCorps activities. Facilitates biannual workshops and orientations for AmeriCorps supervisors.

Case manages programs and AmeriCorps member support. Conducts site visits, provides and tracks input and feedback to continually improve program outcomes. Develops and maintains relationships with AC members, partners, and staff. Takes the lead on recognition for AmeriCorps members, including facilitation of the completion ceremony, and nominations for awards.

Collaborates with partnering site staff, IHDF's volunteer department staff, and AmeriCorps alumni for programming, local events, and outreach. Represents the IHDF Notre Dame AmeriCorps program to community groups and forums. Recruits and supervises AC Department interns.

Facilitates NDMV partnership relationship through administration and activities. This includes the administration for and attendance at the mid-year conference, attending site director meetings, and sharing resources with NDA staff.

Executes and reports on various survey processes for students, provides data for the NDA grant report. Creates, collects, compiles monthly reports and shares with IHDF and NDA. Tracks and coordinates budget expenditures, workshop payments, reimbursements to NDA, and partner site payments and agreements.

Maintains AmeriCorps Resources manuals, Google Drives, social media platforms, branding, marketing, and ordering supplies. Maintains team photo archives and photo directory.

Collects, maintains, tracks, and submits member applications, timesheets, evaluations, intake and exit records, and archives. Maintains member files in Salesforce, Box, and Google Drive. Manages AmeriCorps's OnCorps and Egrants systems.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES

- Bachelor's degree required, preferably in education, social work, human services or a related area

- Experience serving in a National Service program with a preference for AmeriCorps
- Experience supervising AmeriCorps Members or other national service program positions
- Demonstrated knowledge and/or experience with a nonprofit organization, with volunteer management preferred
- Genuine interest in the mission of “I Have A Dream” Foundation
- Experience in working with youth.
- Commitment to equity
- Exceptional organizational, administrative, problem-solving skills; able to manage multiple priorities
- Versatility, flexibility, willingness to work within constantly changing priorities with enthusiasm
- A commitment to maintain confidentiality where appropriate
- Ability to inclusively collaborate
- Group facilitation & management skills preferred
- Proficiency with Microsoft Excel & Google Applications
- Bilingual in Spanish & English desired.
- Experience with Salesforce preferred.
- Reliable transportation, good driving record and insurance required.

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Strong problem-solving, analytical, and cognitive skills. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively.

COMPENSATION:

- Competitive salary, commensurate with experience
- Employer pays 75% of employee premium for medical and dental insurance
- Employer paid life and short-term disability insurance
- Flexible Spending Benefit Plan
- 403b retirement plan (employer contributes 3% of annual salary)
- 15 days of accrued vacation, 10 days of sick and 11 holidays

HOW TO APPLY: Submit cover letter, resume, and any supporting documents to the I Have a Dream Boulder Human Resources Department at hr@ihaveadreamboulder.org.