

Position: Recruitment Capacity Building – AmeriCorps Recruitment and Retention Fellow
Type: Service
Reports to: Program Manager, Preschool Service Corps
Department: Community Impact
Term of Service: Full-time, 1,700 Hours
Dates of Service: July 31,2023 – June 30, 2024

Goal: To support Monterey County Preschool Service Corps in the development of tools focused on the recruitment and retention of AmeriCorps members.

Position Overview: In effort to strengthen the recruitment and retention of Monterey County Preschool Service Corps AmeriCorps members, the AmeriCorps Recruitment and Retention Fellow will be dedicated to expanding and building the program’s capacity and their partnering organizations to effectively recruit and retain members.

The Preschool Service Corps Recruitment and Retention Fellow performs a wide variety of recruiting, marketing, and training in support of the AmeriCorps Preschool Service Corps program. This fellow also provides day-to-day support to PSC members, partners, and Program Manager to fulfill the goals of the PSC program.

Member Activities: All member activities will aim to collectively raise the awareness of national service opportunities statewide as well as strengthen the ability of the host program to adequately serve their beneficiaries by leveraging all slots awarded. Overall, the AmeriCorps Recruitment and Retention Fellow will be charged with creating and refining systems to recruit and retain quality AmeriCorps members.

The AmeriCorps Recruitment and Retention Fellow activities may include, but are not limited to the following:

Recruitment Activities:

- Be well-versed on the purpose of the program and its recruitment timelines.
- Gather and maintain updated information on the application process and timelines for the program.
- In partnership with program staff, conduct a Capacity Needs Assessment and develop a program-specific action plan to diagnose and treat the recruitment and retention capacity building needs of the program.
- Support program staff in identifying, developing, and fostering partnerships to increase outreach to potential AmeriCorps Members.
- Develop, coordinate, and conduct presentations at colleges, job fairs and other community organizations.
- Execute local marketing efforts in the community to measurably raise awareness, familiarity, and understanding of AmeriCorps programs and how to get involved.
- Expand community outreach, build social media presence through active posting and coordination with partner agencies, and promote the transformational impact of the program on the populations with whom they work.
- Participate in any California Volunteers recruitment initiatives on behalf of the program
- Expand community outreach through presentations at colleges and career fairs.
- Ensure the program’s service opportunities are posted on Volunteer Match/CV’s Californians For All platform and provided websites are up to date and of a high quality.
- Coordinate and collaborate with UWMC marketing team for social media presence through active posting and coordination.
- Develop other marketing materials for recruitment purposes.
- Ensure the program’s website is up to date for recruitment purposes.
- Track and maintain data regarding progress towards achieving project outcomes specifically geared towards recruitment efforts, prospective members applied, successfully enrolled, retention rate but not limited to.

- Provide follow up information or support to potential candidates or applicants in the pipeline.
- Support PSC program manager in coordination and planning activities including National Service Day activities, trainings, weekly team reflection meetings, AmeriCorps Week, Swearing-In and End of Service ceremonies.
- Carry out special tasks and projects as assigned by program manager to support a successful and organized program.
- Comply with UWMC, Preschool Service Corps, and AmeriCorps program policies.

Retention Activities:

- Track and maintain data regarding progress towards achieving project outcomes specifically geared towards children's progress, and member's tracking with children but not limited to.
- Implement strategies to keep AmeriCorps members and alumni engaged in promoting national service.
- Conduct weekly check-in meetings with program staff to set goals and touch base on progress toward target outcomes.
- Lead hands on activity trainings, portions of training related to classroom experience, ice breaker, and continued support in training opportunities for members
- Support members in processes of tutoring and classroom goals and expectations throughout the year
- Support PSC program manager in coordination and planning activities including National Service Day activities, trainings, weekly team reflection meetings, AmeriCorps Week, Swearing-In and End of Service ceremonies.
- Carry out special tasks and projects as assigned by program manager to support a successful and organized program.
- Comply with UWMC, Preschool Service Corps, and AmeriCorps program policies.

Core Competencies:

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is cultivating and managing relationships toward a common goal.
- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies for impact.
- *Brand Steward* – Steward of the United Way and AmeriCorps brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Functional Competencies:

- *Strategic Community Collaborator* - Engages with the community, PSC Members, and United Way Monterey County staff to share ideas improve program practices.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way and AmeriCorps message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* – has the ability to gather, interpret and use relevant information to achieve desired results.
- *Planning & Implementation* – Understands expectations of role and ensures plans are implemented, documented, and updated as needed.

- *Embracing & Managing Change* - Organized self-started exhibiting good judgement with the flexibility to adapt to shifting priorities and demands while maintaining positive relationships with all constituents, internal and external.

Position Requires:

- Applicant must be at least 18 years of age by August 1st or have parental consent.
- High School diploma or equivalent
- U.S. Citizenship or Permanent Resident status.
- Experience using technology required to input program data and communicate with other team members.
- Commitment to 11 months of service.
- Deep commitment to national and community service as demonstrated through volunteerism or other service experience.
- Interacting with diverse communities, serving vulnerable families, and the ability to integrate into an existing preschool community.
- Criminal history background checks are conducted on all AmeriCorps members when an offer is made. Your term of service is always contingent upon satisfactory completion of a background check. The results of state and FBI criminal history background checks and national sexual offender checks through the National Sex Offender Public Registry Website (NSOPW) are considered.
- Each AmeriCorps member will also be required to pass a background check for the placement agency and maintain the clearance throughout the year.
- Successful completion of a Tuberculosis (TB) test and documentation of Covid-19, Pertussis, and Measles immunity.
- Pediatric CPR and First Aid certification within 6 months of the start of service training provided).
- Ability to lift, carry and transport a 35-pound box.
- Physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs; physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment: Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Have reliable transportation with a valid driver's license and auto insurance.
- Must have reliable transportation to travel to school site(s), UWMC office, and event sites as required.
- Must be available and willing to serve occasional evenings and weekends.
- Must be able to lead program activities while encouraging member and student safety to implement into the classroom environments.
- Bilingual/biliterate in Spanish required.

Stipend: (exact stipend amounts are pending grant approval)

Full-time: \$25,500 paid over 11 months. This requires an 11-month commitment, 40+ hours per week for a minimum of 1,700 hours of service. The schedule will be Monday through Friday varying on site needs anytime between 8:00 a.m.– 4:30 p.m. Additionally, all members will be expected to participate in National Days of Service and some community events as needed.

The full amount of the living allowance is based on serving a full term.

Benefits:

- Full time members: Medical, Dental and Vision Insurance, unless covered under another plan.
- Receive relevant training initially and throughout the program year.
- Education award after successful completion of your service year (Full time: \$6,895 + \$3,105 = \$10,000, Half Time \$3,447.50). See more information here: www.nationalservice.gov/programs/ameri-corps/alumni/segal-ameri-corps-education-award
- Childcare expense reimbursement if you qualify (see www.americorpschildcare.com for more information)

- Enrollment as an AmeriCorps service member (see www.americorps.gov for details)
- Build career and professional skills.
- Leadership skill development and valuable experience for a career in education

How to Apply: email your current resume (if available) and interest in the opportunity to Taylor.Jontesaiz@UnitedWayMCCA.org

United Way Monterey County is an Equal Opportunity Employer.