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## United Way of Southwest Colorado Team UP AmeriCorps Coordinator Job Description

**POSITION TITLE:** AmeriCorps Program Coordinator

**FLSA:** Exempt

**PAY RATE:** Part-Time 0.7 FTE, salary

**REPORTS TO:** AmeriCorps Director

**POSITION OBJECTIVE:**

The Team UP AmeriCorps Program Coordinator, under direct supervision of the Program Director, supports all programmatic aspects of Team UP AmeriCorps. This includes program planning, member management, communication/outreach, grant compliance, host site support, and data/program reporting. The Program Coordinator will be required to build upon and create positive relationships with all entities involved with the program: members, site supervisors, community partners, funders, host sites, and the communities served.

**INTRODUCTION TO Team UP AmeriCorps:**

Led by the United Way of Southwest Colorado (UWSC), Team UP AmeriCorps places AmeriCorps State & National (ASN) members directly at local non-profits, schools, and government agencies to expand or implement new programs and projects. Members serve for a 12-month term of National Service to improve outcomes in Education, Economic Opportunity, and Healthy Futures. Team UP AmeriCorps provides hand-on experience and opportunities for training and professional development to its members while supporting communities in Southwest Colorado. Team UP AmeriCorps is currently in its fourth year of programming with plans to continue and expand in years to come. Members serve within the UWSC's five-county region: Archuleta, La Plata, Montezuma, Dolores, and San Juan counties.

**CORE COMPETENCIES FOR ALL UNITED WAY STAFF:**

- Mission-focused: creates real social change that leads to better and healthier communities, and drives performance and professional motivations
- Relationship-oriented: understands that people come before process, and is astute in cultivating and managing relationships toward a common goal
- Collaborator: understands roles and contributions of all sectors of the community, and can mobilize resources (financial and human) through meaningful engagement
- Results-driven: dedicated to promoting shared, measurable goals for the common good, as well as creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact
- Brand steward: understands role in growing and protecting the reputation and results of the greater United Way network
- Justice, Diversity, Equity, and Inclusion: committed to furthering United Way's commitment to removing barriers and providing support for Black, Indigenous, and other Peoples of Color (BIPOC) through persona, systemic, and institutional racism

## **PRIMARY JOB RESPONSIBILITIES/DUTIES:**

- Program Planning
  - Lead recruitment and enrollment initiatives
    - Update existing and create new Position Descriptions
    - Post Position Descriptions on Team UP Website, eGrants/myAmeriCorps, and other relevant internal and external sites
    - Follow, update, and improve recruitment plan
    - Attend recruitment events
    - Manage incoming member applications by scheduling and conducting Preliminary Interviews and coordinating with Host Sites
    - Onboard new members, including complete background checks per National Criminal History Check guidelines and enroll in all AmeriCorps systems
    - Engage and support new members prior to their Term of Service (housing support, welcome email, regular communication, etc.)
  - Engage with potential new Host Sites and seek opportunities for program expansion
- Member Management
  - Learn and manage the OnCorps database system
    - Send timesheet reminders to Members and Site Supervisors
    - Monitor timesheets for compliance and progress
  - Be responsive to member needs by providing support, promoting professional development, and addressing concerns
  - Support with and find new training opportunities for Team UP AmeriCorps Trainings
  - *Assist with Team UP AmeriCorps Member Orientation*
- Communications/Outreach:
  - Increase Team UP AmeriCorps presence on social media by managing current and creating new accounts
  - Increase local knowledge of Team UP AmeriCorps through community communication
  - Update and possibly create new marketing and recruitment materials keeping in line with the AmeriCorps and Team UP brand guidelines
- Grant Compliance:
  - Learn about and comply with all grant contracts and program policies
  - *Assist with Site Visits and Evaluations*
- Host Site Support:
  - *Assist with Site Supervisor Orientation and periodic trainings*
- Data Management/Program Reporting
  - *Assist with internal and external reporting efforts*

## **ADDITIONAL JOB RESPONSIBILITIES/DUTIES:**

- Represent the Program Director at meetings or functions when required
- Coordinate with UWSC's Team UP Collective Impact Initiative
- Attend applicable AmeriCorps training and conferences
- Provide feedback on and assist with the betterment and expansion of Team UP AmeriCorps
- Be a steward of UWSC and AmeriCorps in our five-county region

## **QUALIFICATIONS:**

- Strong organization skills and attention to detail

- Experience with marketing/communication/outreach including but not limited to familiarity with social media platforms and marketing design work
- Demonstrated ability to foster positive, supportive relationships with community partners
- Self-motivator able to maintain a flexible work schedule with little day-to-day supervision
- Strong communication and outreach skills
- Ability to think creatively
- Data entry/management experience
- Strong conflict resolution and problem-solving skills
- Desire to work at a fun and supportive organization
- **AmeriCorps alum are encouraged to apply**

**OTHER REQUIREMENTS**

- Ability to pass criminal history check
- Access to reliable transportation to travel across five-county region
- Ability to work some nights and weekends

**COMPENSATION:**

The salary for this position will initially be between \$22 and \$24 per hour, depending on qualifications, experience, and available funding.

**WORKING DAYS, HOURS, AND BENEFITS:**

This position 0.7 FTE, approximately 28 hours per week and may evolve as our AmeriCorps program continues to expand. This position has some aspects that can be done remotely, however the candidate will need to be based in United Way of SWCO’s 5-county region (La Plata, Montezuma, Archuleta, San Juan, and Dolores counties). The Coordinator will have access to space at United Way’s Cortez and Durango office locations. Typical work days are Monday-Friday with occasional evening and weekend hours. United Way of Southwest Colorado observes 13 paid holidays annually and offers paid leave for vacation and sick time (pro-rated for 0.7 FTE). Health insurance benefits are also available.

**DIVERSITY AND EQUAL OPPORTUNITY STATEMENT:** United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual’s unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category. To read UWSC’s Anti-Discrimination Notices, visit <https://unitedway-swco.org/anti-discrimination-notice/>. To read UWSC’s Anti-Racism Statement, visit <https://unitedway-swco.org/anti-racism-statement/>.

**TO APPLY:**

To apply for this position, please email a cover letter and a resume (combined as one PDF document) to Al Huckins at [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org). The subject line of your email should be “**AmeriCorps Coordinator Application.**”

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Employee’s supervisor may add on additional duties as needed. This job description is not a contract or promise of employment.*