

## **READ USA AMERICORPS PROGRAM SUPERVISOR JOB DESCRIPTION**

The AmeriCorps Program Supervisor will work in close partnership with the Data and Research Director and Chief Executive Officer (CEO) to ensure the overall success of the READ USA AmeriCorps programs.

Reporting to the Data and Research Director, the APS will be Responsible for administering and leading the READ USA AmeriCorps VISTA and AmeriCorps State and National programs. Specifically, the position will recruit, train, develop, and supervise AmeriCorps Members and act as a liaison between READ USA, its AmeriCorps host sites, and AmeriCorps funders.

### **Responsibilities**

#### ***Program Operational Management and Leadership:***

- Conduct a recruitment campaign to find AmeriCorps members for both AmeriCorps programs.
- Maintain host site relations and recruit new host sites as needed.
- Ensure proper enrollment and orientation for all members.
- Provide day-to-day supervision and support to all members.
- Facilitate regular training for host sites, AmeriCorps members, and READ USA staff.
- Develop and maintain, with other READ USA staff, AmeriCorps member assignments and volunteer activity descriptions.
- Provide regular programmatic reporting to AmeriCorps VISTA and Volunteer Florida.
- Serve as the liaison and primary point of contact for READ USA with AmeriCorps funders.
- Assist READ USA staff with grant amendments and renewals for both programs.
- Support these and other READ USA needs as directed by the CEO.

### **Key Performance Indicators**

- % of AmeriCorps members fully onboarded prior to their start date.
- % of AmeriCorps members who successfully complete their term of service.
- % of AmeriCorps members exited with 30 days of the last day of service.

### **Qualifications**

This is an extraordinary opportunity for an individual with AmeriCorps program implementation experience and a commitment to the READ USA mission.

#### **Education**

BA/BS degree required, master's degree preferred.

#### **Experience**

- Previous experience with AmeriCorps preferred.
- Excellent verbal and written communication skills.
- Must be highly detail oriented.
- Experience with volunteer, AmeriCorps, or staff supervision.
- Experience with project management.
- Support these and other READ USA needs as directed by the CEO.

### **Salary Range**

\$45,000 - \$55,000 annually plus benefits

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This position is in-person at the READ USA, Inc. offices and at various sites where programming or other related business occurs.

**Equal Opportunity Statement**

READ USA, Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

Contact [holden@readusainc.com](mailto:holden@readusainc.com) for more information.