

## CVNL Seeks interested candidates for VIP AmeriCorps members

*Are you fun, energetic, task-oriented and interested in serving disadvantaged populations? Do you want to learn about the nonprofit world, but don't have the experience to land a position?*

**Title:** Volunteer Infrastructure Project (VIP) AmeriCorps Fellow

**Location:** Marin

**Service sites:**

- St. Vincent de Paul, San Rafael, CA
- Community Action Marin, San Rafael, CA

**Term of service:** January 9, 2017 – August 25, 2017

**Anticipated Service Schedule:** Each member will serve 900 hours over the term of service, averaging 25-30 hours per week, which may include some evening and weekend hours. Typically, members work Monday – Friday.

**BENEFITS:**

- Opportunity to make a difference in a community
- Opportunity to register with AmeriCorps Alums ([www.americorpsalums.org](http://www.americorpsalums.org))
- Opportunity to participate in AmeriCorps, HandsOn Network and CVNL trainings
- Networking opportunities with fellow corps members across the country
- Living allowance of \$7,500 over term of service
- An AmeriCorps Education Award (\$2,907) upon successful completion of service
- Health benefits, food and child care assistance
- Student loan forbearance
- A Volunteer Management Certification

**SITE DESCRIPTION:**

For 50 years, the national award-winning Center for Volunteer & Nonprofit Leadership has advanced nonprofits and volunteerism by strengthening leadership, encouraging innovation and empowering individuals to develop a vital and engaged community. CVNL is partnering with Napa County Office of Education to select 10 members to be placed in nonprofits around the Bay Area.

**POSITION SUMMARY:**

Unlike a traditional employee, as an AmeriCorps member, you'll focus all of your service time on AmeriCorps program goals – in our case, that means you spend 100% of your service time engaged with a volunteer program dedicated to a local cause. CVNL is

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partnering with several nonprofits to recruit individuals to: support children, surgeries for low-income patients, immigration, animals/environment, or the homeless population.

You'll join other AmeriCorps members serving a national network of hundreds of programs throughout the U.S. who are committed to using national service to address critical community needs in education, public safety, health and the environment. AmeriCorps is often referred to as the "Domestic Peace Corps."

The Volunteer Infrastructure Project inspires community volunteerism, connecting individuals with their neighbors in need. Each selected VIP Fellow will be placed inside one agency to increase the number of high-value (skilled and corporate) volunteers providing needed services to nonprofits and other community-based organizations. Additionally, VIP Fellows will build capacity within partnering agencies' volunteer program to provide the support, skills and resources volunteers need to be successful. You will spend time in the community, building partnerships, and forging lasting relationships.

V.I.P Corps members will provide direct service and train volunteer leaders to recruit and educate teams of volunteers to:

- 1) **Improve volunteer programs** through local collaborative volunteer projects, service events, and trainings resulting in increased volunteers, better support to nonprofits and creating a basic foundation. Using research-based best practices, the member will work with the agency's volunteer-support team to create or update a volunteer program that is unique to their agency.
- 2) **Expand volunteer networks** and nonprofit capacity to respond to growing needs by strengthening community partnerships while building a group of trained volunteer leaders with specific focus on managing episodic volunteers. Participate in professional development opportunities including CVNL orientation, Volunteer Management Certificate program, regular meetings and national days of service projects.
- 3) **Support long-term program sustainability** by designing a centralized volunteer program, utilizing a defined AmeriCorps Member Work Plan. This may include creating handbooks, job descriptions, implementing systems, hosting recruitment events, creating/facilitating orientations, and developing opportunities to recognize volunteers.

### **ELIGIBILITY REQUIREMENTS:**

Applicants must:

- Must provide current photo ID, signed Social Security Card, and proof that s/he is a US Citizen, a US National, or a Legal Permanent Resident before or at the time of sign-up.
- Have a high school diploma or GED, college degree or attended some college

- Have served no more than two terms in an AmeriCorps state or national program.
- Agree to a criminal background check and TB test
- Previous experiences with service, training, or leadership development strengthen candidacy.

**SKILLS:**

- Teaching/tutoring, general skills, social services, recruitment, public health, writing/editing, community organization, nonprofit management, public speaking, youth development, and communications
- Spanish speaking (not required)

**HOW TO APPLY:**

- Email resume to: kburke@cvnl.org
- Please put “AmeriCorps Application” in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email
- Resumes must be submitted with application

**WHY WORK AT CVNL:**

We know that passion alone isn't enough when it comes to creating strong nonprofits. That's why we work with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. With confident and prepared leaders, our nonprofits will be better equipped to create healthy, happy communities.

CVNL strives to empower and elevate its staff to have long successful careers in the nonprofit sector. We recognize that their hard work and dedication is directly connected to the success of nonprofits, and we continually look for ways to reward them. Understanding that our team members are our most valuable asset, CVNL employees enjoy competitive pay and excellent benefits, along with a positive work environment built on professionalism and collaboration. [Click here](#) to learn more about how our programs are helping to develop transformational leaders.