



Title: AmeriCorps Volunteer Infrastructure Project (VIP) Fellow

of positions: 3

Locations: San Rafael, Sacramento or Muir Beach, CA

Term of service: February - August 2020

Anticipated Service Schedule: Each AmeriCorps VIP Fellow will serve a total of 900 hours over the term of service, averaging 36 hours per week, which may include some evening and weekend hours. Typically, Fellows serve Monday – Friday.

About AmeriCorps VIP:

The AmeriCorps Volunteer Infrastructure Project (VIP) strengthens nonprofits to increase impact through the power of volunteers. We are seeking three AmeriCorps Fellows (one per nonprofit) to serve at the International Rescue Committee (Sacramento), Slide Ranch (Muir Beach), or Community Action Marin (San Rafael).

Our AmeriCorps members are called VIP Fellows, and they are leaders who build sustainable volunteer programs at nonprofits. Nonprofits that have strong volunteer programs are able to serve more clients and tackle more of our communities' challenges. VIP Fellows join a nonprofit team and help them build systems that recruit, train, support, manage, and measure the success of volunteers. Each VIP Fellow is placed at a participating nonprofit, and collaborates with that organization's professional staff to build or strengthen volunteer management systems.

VIP Fellows are members of a statewide network of 120 Fellows, and are key contributors of a local cohort of Bay Area and Sacramento Fellows that meet regularly for collaboration and training. Over the course of the service term, VIP Fellows earn a Certificate in Volunteer Management, and become experienced in community outreach, volunteer management, nonprofit operations, partnership building, and professional communication. The VIP Fellow team in the San Francisco Bay Area and Sacramento is managed by the Center for Volunteer & Nonprofit Leadership (CVNL). Come join the team, and make an impact this year!

AmeriCorps VIP Fellow Duties:

- Develop, implement or strengthen a nonprofit organization's volunteer program in collaboration with organizational leadership
- Identify and design impactful volunteer opportunities that meet the needs of the community's children and families
- Recruit and train community members as volunteers
- Utilize the VIP Work Plan to build systems for tracking, training, managing, and evaluating volunteers
- Serve side-by-side with staff and volunteers to provide guidance, to better understand the clients' needs, and to improve the volunteer experience
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- Develop business partnerships that provide voluntary and limited financial support for the participating nonprofit
- Participate in professional development opportunities, including orientation, Volunteer Management Certificate program, regular meetings, National Day of Service projects with other VIP Fellows, a regional VIP Fellow retreat, and online training.

Program Benefits:

- Opportunity to make a real difference in a community
- Earn a Certificate in Volunteer Management
- AmeriCorps, HandsOn Network and CVNL trainings on the nonprofit sector, volunteer management, and cultural competency
- Living allowance of over \$8000 paid throughout the term of service
- AmeriCorps Education Award upon successful completion of service
- Healthcare
- Student loan forbearance

Skills/Experience Preferred:

- Passion for volunteerism
- Strong communication skills
- Leadership experience
- Writing/editing skills
- Teaching/tutoring skills
- Some college required; college degree recommended

HOW TO APPLY:

Please apply in one of the following ways:

- Email resume and cover letter to Elaine Tokolahi, Director of Volunteer Services, at etokolahi@cvnl.org
- Apply online via the My AmeriCorps website using this link: <https://my.americorps.gov/mp/listing/viewListing.do?id=68496>