

## **Job Title: Volunteer/Capacity Building Coordinator**

### **Program: AmeriCorps OK in Action**

This is an AmeriCorps State position. AmeriCorps is a national service volunteer program and AmeriCorps Members are not traditional employees, staff or volunteers. Applicants must be eligible to serve as an AmeriCorps State Member.

#### **Duties and Responsibilities:**

- Coordinate volunteers for the YWCA Enid's programs including clothing closet, sexual assault response advocates (SARA's), and other events.
- Recruit new volunteers including public speaking at community groups
- Be available on new volunteer first shift for guidance and direction.
- Develop volunteer training schedule and secure speakers as needed.
- Keep track of volunteer hours.
- Attend weekly leadership meetings as assigned by Exec Dir.
- Make ongoing organizational plan for future volunteer recruitment, engagement, and appreciation.
- Perform other duties as assigned by supervisor and work as a team member with YWCA staff and administration.

#### **Qualifications:**

Meet eligibility requirements for AmeriCorps service including:

- At least 18 years old
- Be a U.S. Citizen or legal permanent resident
- Complete a National Service Criminal History Check
- High School Diploma or GED

#### **Time Commitment:**

- All positions begin September 2019 and end August 31, 2020
- 900 hours of service (approximately 20 hours per week)

#### **Benefits:**

Members who successfully complete their required service hours may be eligible for an Education Award of \$3,047.50