

# IOWA COLLEGE AMERICORPS PROGRAM | VOLUNTEER MANAGER

Iowa Campus Compact, Pappajohn Education Center, 1200 Grand Ave, Ste. 200, Des Moines, Iowa 50309

Name		
Host Site		
Host Site Supervisor		
Host Site Address		
Completed by Iowa Campus Compact	Agreement Number	
Will the member have recurring access to vulnerable populations?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Initials for verification:		

## Summary

This AmeriCorps volunteer position requires a self-directed, deadline-oriented individual who has exceptional interpersonal skills and is able to recruit, manage, and train volunteers in their local community. The member is expected to successfully coordinate and deliver service projects throughout their term of service.

## AmeriCorps Duties & Responsibilities

- Recruiting and marketing to prospective volunteers
- Interviewing, screening, and selecting volunteers
- Orienting and training volunteers
- Developing or supporting formal partnerships for volunteer recruitment
- Developing or supporting a volunteer unit within the program or organization
- Providing regular supervision and communication with volunteers
- Serves as a liaison between their campus and the community partner site
- Provides direct services<sup>i</sup> when appropriate in order to enhance program delivery
- Develops and implements volunteer recognition events and activities when appropriate
- Develops and/or participates service projects for Days of Service<sup>ii</sup> events
- Does not engage in any prohibited AmeriCorps activities
- Does not recruit volunteers to engage in any prohibited AmeriCorps activities

## Contributes to the following Performance Measures

- Recruits a minimum of 10 unduplicated volunteers
- Manages a minimum of four (4) recruited volunteers
- Recruited volunteers serve at least one (1) hour each
- The member successfully coordinates at least one (1) service project
- Collects and records pre- and post-service survey responses from their service site supervisor

## Benefits

- Upon successful completion of the full term of service, the Member will receive an education award of \$1,212 for minimum time (300 hours) or \$1,515 for quarter time (450 hours), from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.

### **AmeriCorps Prohibited Activities**

For a full list of program expectations and prohibited activities please view the ICAP member service agreement or the member handbook available on the ICAP website.

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining.
5. Engaging in partisan political activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials.
6. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
7. Providing a direct benefit to: a for-profit entity; a labor union; a partisan political organization; an organization engaged in religious activities describe in the above listing #6, unless grant funds are not used to support religious activities; or a nonprofit entity that fails to comply with the restrictions contained in section 501c3 of US Code Title 26.
8. Voter registration drives.
9. Providing abortion services or referrals for receipt of such services.
10. Raising funds for his/her living allowance.
11. Raising funds for program operating expenses or endowment.
12. Writing grant applications for CNCS grants, including AmeriCorps.
13. Writing grant applications for funding by other federal agencies.
14. Members may not engage in any of the prohibited indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities above.
15. Other activities that CNCS and ICAP determine to be prohibited upon notice to the site.

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<sup>i</sup> Direct service includes tutoring, youth development, mentoring, collecting/serving food, other human services (not to include prohibited activities), fundraising (not to exceed 10% of a member's total hours), emergency response, collecting/distributing clothing, music, art.

<sup>ii</sup> Days of Service are volunteering events which occur on -- or in the spirit of -- Martin Luther King Day, AmeriCorps Week, September 11<sup>th</sup> National Day of Service and Remembrance.