

# MEMBER DUTIES | VOLUNTEER MANAGER

## 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

## 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.

<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.