

# VHCB AmeriCorps

## ***Volunteer Outreach member and Direct Service Volunteer***

**Central Vermont Council on Aging, Barre, Vermont**



*Central Vermont Council on Aging (CVCOA) has an exciting opportunity for someone who is passionate about community engagement, direct service to others, and improving the lives of older Vermonters. This AmeriCorps Volunteer Outreach Member will reimagine and build partnerships with community members and organizations to create a local network of direct support services for older Vermonters who have been impacted by social isolation due to COVID-19. This individual will also recruit and engage volunteers and provide some short-term services to help people in their homes. This is a great opportunity if you are looking to transition to a new career or desire an enriching gap year experience.*

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

CVCOA Mission and Vision: To support Central Vermonters to age with dignity and choice in a world where aging is honored.

### **Essential Functions:**

- Build community partnerships and capacity: serve with organizations to grow a network of local supports for older adults in the community
- Participate in the continued maintenance of the volunteer data system to measure client need and outcomes
- Engage volunteers: recruit, onboard, and support volunteers through outreach, including traditional and social media, presentations to community partners, and other public events. Volunteers are needed for on-going assistance as well as one-time activities
- Provide in-home services: provide short-term (2-3 visits) assistance with household tasks, grocery shopping, transportation to medical appointments and community engagements and friendly visits
- Develop and strengthen skills in leadership and human services: by participating in trainings, teamwork, community service learning, supervision and meetings with CVCOA staff
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives
- Engage in professional and personal development activities as well as networking opportunities

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## Secondary Functions:

- Match and introduce participants with volunteers
- Coordinate group volunteer activities: recruit volunteers, schedule date of activity, provide necessary materials and/or tools, and oversee the project
- Organize and track service-related data including timesheets, testimonials, and program feedback
- Provide Monthly updates regarding community contacts and volunteers

## Desired Qualifications:

- Strong written and verbal communication skills
- Strong interpersonal skills
- Ability to serve independently and as part of a human services organization
- Good organizational skills
- Ability to serve in a shared office space
- Provide own transportation, with the ability to travel within 54-town service area; driver's license and auto liability insurance
- Ability to perform in-home services; ability to lift 20- 25 pounds
- Clear reports on the following background checks: Vermont Child and Adult Abuse Registry, Vermont Department of Motor Vehicles, Vermont Criminal Information Center, Vermont Fingerprint Authorization Certificate, National Sex Offender Registry and Office of Inspector General fraud exclusion registry

## Minimum Qualifications:

- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

## Additional Information:

Once we transition back to an office setting, service can be performed in a shared office setting with times out of the office for meeting with community partners, volunteer recruitment and performing matches or supplying direct services at home sites. Since we are in a state of transition due to COVID-19 protocols, we will need to assess and update as we go forward in the new service year.



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Position begins September 8<sup>th</sup>, 2021 and ends August 12<sup>th</sup>, 2022

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,345 (pre-tax) upon successful completion of service.



Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

**To Apply:** <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Sarah Semler, Volunteer Services Director CVCOA

59 N. Main St., Suite 200

Barre, Vermont 05641

802-476-0151

ssemler@cvcoa.org

Application deadline: August 24, 2021

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.**

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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