

AmeriCorps Leader

Vermont Housing and Conservation Board, Montpelier, VT



Build your leadership skills while supporting the creation of safe affordable housing opportunities and the conservation of invaluable natural lands by becoming the VHCB AmeriCorps Leader! You'll have ample opportunity to learn about and gain extensive access to the housing and conservation network in Vermont while having a meaningful experience supporting your peers and serving with a one-of-a-kind organization. As the Leader, you'll travel the state, design your own projects, guide a group of peers with a passion for service, and have the opportunity to take part in many diverse experiences - all while making a difference in the community. Apply today!

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.

The Vermont Housing and Conservation Board is an independent, state-supported funding agency providing grants, loans and technical assistance to nonprofit organizations, municipalities and state agencies for the development of perpetually affordable housing and for the conservation of important agricultural land, recreational land, natural areas and historic properties in Vermont.

The primary goals of the VHCB AmeriCorps Leader will be to 1) make the term of service both impactful and meaningful for all VHCB AmeriCorps members and create an environment in which they feel strongly connected to the Program; 2) create and enhance program events and service opportunities; 3) tell our story and build connections between the VHCB AmeriCorps Program and the community and; 4) complete an extensive Independent Service Project.

Essential Functions:

- Travel around the state to conduct one-on-one site visits with each VHCB AmeriCorps Member; gather feedback and updates from Members; maintain consistent contact with Program participants. The Leader will serve as a liaison between the Program staff and AmeriCorps Members:
- Support VHCB AmeriCorps Members serving in the Program through their year of service. Identify member needs and connect them with training and resources; assist members with on-site projects; provide peer support and guidance; and foster member connections and collaborative efforts.
- Complete an extensive Independent Service Project (ISP), a self-designed direct-service community project relating to affordable housing and/or land conservation.
- Develop and coordinate service projects which include MLK Day, Annual Spring Service Day, and regional service projects.
- Lead and coordinate VHCB AmeriCorps member initiatives including training events, book clubs, peer site visits, outreach efforts, and independent service projects.



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- Lead efforts to tell our story: produce member videos (training provided); manage social media outlets and member website content; research new means for sharing our story.
- Generate means to show appreciation for members such as assembling end-of-service recognition packets and acknowledging members' accomplishments.
- Engage the Community through participation in outreach events and creating program outreach materials.
- Develop Opportunities for members to meet and reflect including regional gatherings; service discussion forums; and special events.
- Produce Monthly Leader Reports
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Help field inquiries from potential applicants and other individuals or entities interested in the program.
- Help members develop professional goals and provide follow-up throughout the year to support realization of those goals.
- Foster VHCB AmeriCorps Alumni relations through an alumni tracking system, gathering alumni stories, creating opportunities for current members and alumni to meet, etc.
- Contribute new ideas and incite a spirit of fun and getting things done.
- Assist Vermont Housing and Conservation Board programs and staff on special affordable housing and land conservation projects.

Desired Qualifications:

- High Level of professional and inter-personal communication skills, including the ability to speak with, listen and respond to members; and communicate effectively with VHCB AmeriCorps staff both written and verbal.
- Willingness to lead and organize groups.
- Ability and desire to think and act creatively and pragmatically.
- Ability to serve independently and as part of a team.
- Computer literate, with experience with Microsoft Word and Excel and ability to learn Outlook, multiple online tracking systems, and website management software.
- Must have valid driver's license and be willing to travel statewide.
- Ability to attend all Program events and trainings (events may occur on different days of the week but will be scheduled at least three weeks in advance).
- Experience serving in AmeriCorps, VISTA or other similar service program, or other demonstrated commitment to service.



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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 a 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:

Service Conditions: Approximately 40 hours per week served out in a variety of settings including: office, Program events, field projects, on-site with members, conducting outreach, and meeting with potential community collaborators. Approximately 50% of service will be spent traveling/out of the office. This position is one of only three staff positions, making it key to the program's success. Service is scheduled during regular business hours with rare weekend hours required. Occasional overnight and/or evening activities required. Schedule may be flexible to meet member's needs.

Position begins September 8th, 2021 and ends August 12th, 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:

Francis Sharpstene
58 East State St
Montpelier, VT 05602
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Application deadline: August 24th, 2021 or until filled

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Additional information on AmeriCorps is available at 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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