



## **AmeriCorps Member Service Opportunity Full-Time Position 1700 hours in 10 months**

Groundwork Jacksonville and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Volunteer Engagement Coordinator. The candidate will ideally begin service on October 1, 2020 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2021. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of Groundwork Jacksonville or LISC.

### **ORGANIZATION BACKGROUNDS**

**Groundwork Jacksonville** is the city's primary non-profit organization specifically created to clean and redevelop the Emerald Trail and convert contaminated land into parks, playgrounds, trails, and other public greenspace. Inspired by the Mayor's administration in 2013, Groundwork Jacksonville, Inc. is a partnership between the City of Jacksonville, the US National Park Service, the US Environmental Protection Agency and Groundwork USA. Groundwork Jacksonville is one of 21 Trusts across the country, the only Trust in Florida and the first in the southeast, United States.

Our mission is to bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being.

Groundwork Jacksonville's vision to recreate the Emerald Trail was once championed by famed architect Henry Klutho in the early 20th Century. The Emerald Trail gems are Hogans Creek in Springfield, McCoys Creek in north Riverside, the S-Line Rail Trail and the St. Johns River Northbank Riverwalk. Once complete, the Emerald Trail will be a 30-mile series of greenspace and waterways that encircles the urban core and links downtown to the outlying neighborhoods of New Town, Durkeeville, Brentwood, Eastside, Springfield, Phoenix, LaVilla, Downtown, Brooklyn, North Riverside (Lackawanna and Mixon Town), and Robinson's Addition.

With residents and partners, **LISC** forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at [www.lisc.org](http://www.lisc.org)

### **AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

The AmeriCorps member selected for this position will:

- Coordinate the logistics for service events on the S-Line Rail Trail and Hogans Creek;
- Register and track volunteers using designated database;
- Maintain a safe and welcoming work environment during service events;
- Collect regular feedback from volunteers and share with Program Manager;

- Convey logistical and safety information to volunteers via email and social media;
- Supervise and facilitate volunteers during service events;
- Attend volunteer recruitment events;
- Create and manage social media content related to corporate, youth, and community volunteer service events;
- Write a monthly volunteer newsletter;
- Update the GWJax' Volunteer manual to include COVID-19 safety guidelines;
- Assist Program Manager in updating the volunteer webpage;
- Assist Program Manager in creating a volunteer recruitment and retention plan;
- Assist Program Manager in developing a Volunteer Manual.

### **PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC and Groundwork Jacksonville will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day-to-day service at Groundwork Jacksonville and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:00 am – 5:00 pm with one hour for lunch per day. There will be opportunities to serve evenings and weekends.

Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and Groundwork Jacksonville.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending a national leadership conference tentatively scheduled for March 2021;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office.

### **DESIRED SKILLS**

- Desire and ability to work with a diverse group of people, including those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills i.e. MS Office Suite and Google Docs
- Ability to learn and manage a software database
- Ability to create social media content
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Ability to work effectively independently and as part of a team;
- Willingness to work outdoors with volunteers of different skill levels;

- Ability to balance competing priorities and deadlines;
- Willingness to learn new skills and the openness to ask for help.

### **PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

### **NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application. Candidates must be cleared by CNCS prior to the first day of service.

### **PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a \$6,195 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of \$17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

### **HOW TO APPLY:**

Submit a resume and cover letter via email. The cover letter should specifically address *what you would do to improve Groundwork Jacksonville's website and social media platforms to engage volunteers*. Cite your references, no preference in style. Resume and cover letter can be emailed to: Kay Ehas, CEO Groundwork Jacksonville [kay@groundworkjacksonville.org](mailto:kay@groundworkjacksonville.org)

We are committed to diversity and inclusion in the selection process.

*This program is available to all, and we treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state or local law.*