



**Full-time Service Opportunity  
with  
Groundwork Jacksonville, Inc.**

Groundwork Jacksonville, Inc. and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Volunteer Engagement Coordinator. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered an employee of Groundwork Jacksonville, Inc. or LISC.

**WHAT WE DO**

Groundwork Jacksonville, Inc. (GWJax) is the city’s primary non-profit organization specifically created to clean and develop the Emerald Trail, and convert contaminated land into parks, playgrounds, trails, and other public greenspace. GWJax is a partnership between the City of Jacksonville, the US National Park Service, the US Environmental Protection Agency and Groundwork USA. 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 is leading the effort to build and connect Jacksonville’s Emerald Trail, an idea championed by famed architect Henry Klutho in the early 20th Century. When complete the Emerald Trail will connect approximately 30-miles of new and existing trails, greenways and parks that encircle the urban core and link at least 14 historic neighborhoods and downtown to Hogans Creek, McCoys Creek, the S-Line Rail Trail and the Northbank and Southbank riverwalks. The trail will link to 16 schools, two colleges and 21 parks among other destinations like restaurants, retail and businesses, with an additional 13 schools and 17 parks located within three blocks of the trail.

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 \$22 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. Headquartered in New York City, LISC’s reach spans the country from the East Coast to the West Coast in 36 urban markets from Buffalo to San Francisco and 2,200 Rural counties. Visit us at [www.lisc.org](http://www.lisc.org) to learn more.

**YOUR ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER**

This is an AmeriCorps position and as such, the member may not engage in prohibited activities as part of his/her/their service. The member will have an immediate supervisor at Groundwork Jacksonville, Inc. and a LISC point of contact throughout the term of service for coaching, mentoring, and training support in order to undertake activities to achieve a community goal.

The member is expected to undertake the following activities toward goal achievement:

- Coordinate the logistics for service events on the S-Line Rail Trail and Hogans Creek;

**MEMBER SIGNATURE:** \_\_\_\_\_

- 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; and
- Assist Program Manager in developing a Volunteer Manual.

In performing these activities, Groundwork Jacksonville, Inc. and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Engage 30 new (episodic) volunteers to provide 90 volunteer hours to community based projects
- Engage 10 current (recurring) volunteers to provide 30 volunteer hours to community based projects

In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line system and training will be provided.

### **OTHER SERVICE REQUIREMENTS**

Members are required to track time and submit on-line timesheets twice per month. They are also required to submit a monthly report through the same system (training will be provided). The person selected for this position will perform his/her/their day-to-day service at the partner site and serve on average 40 hours per week.

A typical schedule will be 8 or 9 am to 5 or 6 pm Monday through Friday, and the third Saturday of every month from 9:30am to 12pm. However, the schedule cannot be too rigid as there will be opportunities for evening and weekend interactions and events. We are located at FSCJ and it is closed during the December holiday season and during Spring Break. The member can schedule service events during this time or serve from home. In addition, due to COVID-19, the member may be working primarily from home and attend regular meetings via Zoom. It is expected that the person will be flexible as oftentimes service requires some evenings and weekends.

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;
- Attending a national leadership conference in 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.

### **SKILLS NEEDED**

- 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; and
- 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: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 75% of the education award for this position; and (3) if having previously served, been exited with satisfactory service from a prior term.

The candidate will also need to meet all AmeriCorps eligibility requirements including but not limited to:

- Be at least 17 years of age (there is no upper age limit);
- Possess unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by AmeriCorps during the pre-enrollment period; and
- Meet the National Service Criminal History Check Requirement noted below.

### **NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make him/her/them ineligible for service. LISC does not disclose any results with the host site and will discuss any eligibility concerns that may arise directly with the candidate as per LISC's policy.

Candidates being offered and accepting this AmeriCorps position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. LISC should receive the results from all checks *at least one week prior* to the first day of proposed service. The person must be cleared for service by LISC prior to the first day of service.

A candidate may not be considered eligible for service in instances where he/she/they: (1) are subject to registry on the National Sex Offender Public Website (NSOPW); and/or (2) has been convicted of murder; and/or (3) has a non-resolved/non-adjudicated criminal offense.

### **PROGRAM BENEFITS**

Upon successful completion of the full 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 qualifying, existing student loans (not in 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. 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, Inc.'s website and social media platforms to engage volunteers. Cite your references, no preference in style.

Resume and cover letters can be emailed to:

Kay Ehas, CEO

Groundwork Jacksonville, Inc.

[Kay@groundworkjacksonville.org](mailto:Kay@groundworkjacksonville.org)

The candidate selected for this position will complete an account set up and on-line application via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

LISC AmeriCorps and Groundwork Jacksonville, Inc. are committed to diversity and inclusion in the selection process.

*LISC AmeriCorps is available to everyone eligible to serve.*

*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.*