

THE MICHIGAN COMMUNITY SERVICE COMMISSION IS SEEKING AN AMERICORPS*VISTA MEMBER

The Michigan Community Service Commission (MCSC), one of the nation's leading commissions on service and volunteerism, is seeking an energetic, organized, and committed individual to serve as the Volunteer Michigan AmeriCorps*VISTA. ***The deadline to apply for this position is August 27, 2010.***

Volunteer Michigan: The Volunteer Michigan AmeriCorps*VISTA will work on initiatives that help to build volunteer engagement, capacity, and infrastructures to support increased volunteerism throughout Michigan. Examples of these initiatives include: the MCSC state service plan; engaging specific population groups in volunteer activities including adults 55 years of age and older; disaster preparedness; the Volunteer Michigan initiative that will aim to build volunteer capacity and infrastructure around one of two issues (either public safety or health) in seven (7) communities in Michigan; national days of service including Martin Luther King, Jr. Day of Service, and the 911 National Day of Remembrance; implementation of Hands On Connect, a full-cycle volunteer management platform and; engagement of highly skilled volunteers.

Volunteer Michigan will utilize the following strategies to support volunteerism:

- Promotion of volunteer participation on National Days of Service.
- Engagement of specific population groups in service including those adults 55 years of age and older.
- Planning, development, and establishment of replicable community collaboratives.
- Engagement of highly skilled volunteers.
- Adoption, utilization, and implementation of Hands On Connect, a full life-cycle volunteer management platform that will increase the capacity of volunteer connectors to manage, track, and report on people, programs, and volunteer opportunities.

Qualifications:

Candidates should possess the following qualifications:

- Willing to make a full-year commitment
- College Experience
- Knowledge of the community service
- Excellent oral and written communication skills
- Knowledge of Microsoft computer applications and complimentary computer skills
- Organized with excellent time-management skills
- Self directed, able to work independently
- Ability to work and communicate in a team environment
- Commitment to the mission of the project and its impact on communities
- Knowledge and interest in working with diverse groups of people
- Proven leadership ability, public speaking and event planning
- Access to reliable transportation

Responsibilities:

The Volunteer Michigan AmeriCorps*VISTA position will facilitate and enhance the ability of the Volunteer Michigan initiative to expand volunteerism for more people to serve and strengthen our state's volunteer infrastructure. Activities will include:

- Expand volunteerism associated with national days of service by working with volunteer connectors and community collaboratives to:
 - Provide ongoing communication, training, and resources to communities to expand volunteerism on national days of service.
 - Host a webinar to highlight national days of service and provide examples of successful project models to increase the number of project participants and volunteers.
- Support the establishment and implementation of community collaboratives by.
 - Working with the MCSC, volunteer connectors, and community stakeholders to strategically identify, recruit, retain, and implement volunteer participation in the community collaboratives.
 - Provide training and technical assistance related to ongoing administration of community collaboratives
- Help develop a plan for volunteer connectors that include tools and resources aimed at engaging highly skilled volunteers.
 - Research previous initiatives that have been successful at engaging highly skilled volunteers.
 - Understand successful strategies and formulating approaches to engage highly skilled volunteers.
 - Incorporate approaches into tools and resources that will be of service to volunteer connector organizations.
- Help develop a plan that includes tools and resources for engaging people 55 years of age and older in service.
 - Research strategies to reach adults 55 years of age and older.
 - Understand and utilize appropriate outreach tools and resources to engage this population.
- Facilitate and support training, adoption, and utilization of the Hands On Connect volunteer management system.
 - Participate in trainings and learn various aspects of implementing and utilizing of the Hands On Connect volunteer management system.
 - Provide training and technical assistance for volunteer connector organizations that adopt and implement of the Hands On Connect volunteer management system.
 - Organize webinar(s) and other educational activities to support volunteer organizations and implementation of the Hands On Connect volunteer management system.
- Other duties as assigned.

Benefits:

- Annual living allowance of \$10,296
- Education Award of \$5,350 or End-of-Service stipend of \$1,500 upon completion of full term of service
- Student Loan forbearance (if Education Award is elected)
- Training and professional development
- Health coverage
- Childcare assistance subsidies (if eligible)

*For more information on AmeriCorps*VISTA, please visit www.americorps.gov.*

Interested applicants must complete an online application at www.americorps.gov and send a letter of introduction and resume to:

Kathie Vasilion Robinson
Michigan Community Service Commission
1048 Pierpont, Suite 4
Lansing, Michigan 48913
Phone: (517) 373-4200
Fax: (517) 373-4977
Email: robinsonk13@michigan.gov

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Background on the MCSC

The Michigan Community Service Commission builds a culture of service by providing vision and resources to strengthen communities through volunteerism. In 2010-11, the MCSC is granting more than \$7.3 million in federal funds to local communities for volunteer programs and activities. The MCSC is funding 25 AmeriCorps programs and 25 Learn and Serve programs. The Governor's Service Awards and Mentor Michigan are also premier programs of the MCSC. The MCSC is firmly committed to providing access, equal opportunities, and reasonable accommodations in its programs, activities, and materials. Please call (517) 335-4295 to request accommodations or to obtain materials in an alternate format.