



**Full-time Service Opportunity
with**

Young Women's Christian Association of Kalamazoo (YWCA)

Young Women's Christian Association of Kalamazoo (YWCA) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Volunteer and Enrollment Support. 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 to be an employee of Young Women's Christian Association of Kalamazoo (YWCA) or LISC.

WHAT WE DO

Since its founding in 1885, YWCA of Kalamazoo has been a leader in providing high-quality services and opportunities for the poorest families in our community through comprehensive programming and systems change work. YWCA is a champion of positive social change in responding to the needs of the community through programming in the following areas 1) Promoting maternal and child health through addressing complex public health issues like infant mortality affecting women and children with evidence-based home visitation and outreach programs; 2) Advocacy and systems change creating a just community through addressing systemic change that cause racial and gender disparities; 3) Caring for the victims of abuse by providing domestic violence, sexual assault and human trafficking services in Kalamazoo County and lastly, 4) Improving the lives of children through accessible, quality, early learning and childcare for families.

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 40 years, LISC and its affiliates have invested approximately \$24 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 2,400 Rural counties. Visit us at 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 Young Women's Christian Association of Kalamazoo (YWCA) 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:

- Provide material review
- Support process development for the 24-hour resource center
- Support curriculum development for YWCA volunteer training
- Schedule families for tours and enrollment meetings
- Collect community data and research best practices

MEMBER SIGNATURE: _____

- Provide follow-up communications to families and volunteers
- Provide volunteer recruitment coordination and management
- Support families in completing enrollment paperwork and the 24-hour resource center once opened
- Support development of events honoring volunteers and center families

In performing these activities, Young Women's Christian Association of Kalamazoo (YWCA) and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Engage 100 new (episodic) volunteers to provide 3000 volunteer hours to community based projects
- Engage 20 existing (recurring) volunteers to provide 1100 volunteer hours to community based projects
- Significantly contribute to a community needs assessment or implement community solutions making the host organization more effective and or efficient in serving residents

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. The AmeriCorps member will join a team that operates a 24-hr resource center. Hours are flexible, but are based on the needs of the resource center. The AmeriCorps member will be scheduled an 8 hour day for 40hrs each week over the course of 10 months, so that their 1700 hour requirement is met. Flexible scheduling is designed to meet the unique needs of the AmeriCorps member with the understanding that there is a possibility for some nights and weekend scheduling.

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

- Attending onboarding sessions coordinated by LISC;
- Attending a national leadership conference in the spring of 2022;
- 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, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

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 74% 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
- 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 \$6,345 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 \$20,000. 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 AmeriCorps Agency).

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:

Candidates should send a resume via email to Human Resources at HR@ywcakalamazoo.org. The subject line should read AmeriCorps ILC Application.

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 Young Women's Christian Association of Kalamazoo (YWCA) 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.