

United Way of Racine County
Job Description: AmeriCorps Coordinator

Position:	AmeriCorps Coordinator
Status:	Part-time, limited term position
Core Function:	Responsible for developing the plan and coordinating partners and resources to support future AmeriCorps programs
Reports to:	Community Schools Manager
Direct Reports:	None

Primary responsibilities: The AmeriCorps Coordinator is responsible for developing the plan to integrate AmeriCorps members into the afterschool programs at both Knapp and Julian Thomas Elementary. This includes coordinating partners and resources in support of this plan.

Specific duties, including but not limited to:

- Meet weekly with Community Schools Manager and afterschool staff at each respective school.
- Observe afterschool programs to ensure that the plan reflects the authentic design of the current program.
- Obtain commitments, both in-kind and financial, to support future AmeriCorps programs.
- Hold monthly meetings with Racine Unified Extended Learning leadership
- Create the year-long implementation plan for the future AmeriCorps program.
- Attend quarterly LIFT stakeholder engagement meetings.
- Attend Central Region National Service Training Conference
- Other duties as assigned.

Competencies.

The position must model the competencies expected of all United Way staff:

- **Mission Focused.** Employee's top priority is to create real social change that leads to better lives and healthier communities. This drives employee performance and professional motivations.
- **Relationship Oriented.** Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator.** Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven.** Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward.** Employee is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Values.

The position must model and support the values of the organization:

- Commitment to Community Success. Make a positive difference and have a measurable impact of enduring consequence.
- Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Inclusiveness. Aspire to involve every segment of the community in every aspect of work.
- Integrity and Accountability. Act with integrity that justifies trust.
- Innovation. Value innovation in community building to affect positive change.

Behaviors.

To perform the job successfully, an individual should demonstrate the following behaviors:

- Attendance/punctuality. Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
- Relationship Building. Strong relationship building skills and ability to work effectively with Mile High United Way donors, volunteers, agencies, and community representatives.
- Communication. Excellent verbal and written communication skills, with the ability effectively to communicate in a variety of ways. Strong interpersonal communication skills.
- Ethical. A commitment to professional ethics and ability to handle sensitive and confidential information.
- Team Work. Ability to interact with internal clients.
- Planning/Organizing. Good organizational skills with an ability to prioritize multiple tasks. Strong project management skills.
- Flexibility. Ability to adjust to unexpected assignments, difficulties, and work deadlines.
- Personable and Professional – inspire through knowledge, demeanor and uncompromising integrity
- Analytical. Adept at in working with market research, campaign data, calculations, and situation assessment in current and potential markets
- Intelligent. Capacity to understand complex issues adding value in the ongoing development of the community impact agenda
- Genuine. Strong sense of emotional intelligence and calmness under stress.
- Quality. Demonstrates accuracy and thoroughness.
- Quantity. Meets productivity standards; completes work in timely manner. Works hard, works smart, works fast and gets results.

Education/Experience.

- Bachelor's degree preferred.
- At least three years of demonstrated experience in the areas of project management and building relationships.
- Willingness to work varied hours including early mornings, evenings and weekends as needed.

Computer Skills

- Knowledge of basic computer hardware and software applications.

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

Please submit a resume, cover letter and references to the address below or via email to iracine@unitedwayracine.org.

United Way of Racine County

RE: AmeriCorps Coordinator

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