



# DELTACORPS

A Program of AmeriCorps  
and the Delta Regional Authority

## **DeltaCorps Member Position Description** **PlayBuild NOLA**

**DeltaCorps Member Service Position Title: Volunteer Coordinator**

**Service Location:** PlayBuild NOLA, 2828 Thalia Street, New Orleans, LA 70113

**Site Supervisor/Title:** Angela Kyle, Executive Director

**Service Position Summary:** At present, PlayBuild relies on the ongoing support of community and professional volunteers to deliver our program of youth design education to young people ages 4-12 in the Central City neighborhood and across the City of New Orleans. Community volunteers support PlayBuild actively by helping to monitor our Thalia Street location, provide light maintenance and operating support, and mentor youth during after school hours. Professional volunteers are members of the design community in New Orleans and provide support through bringing their hands-on experience as design professionals to engage with our youth program participants.

The Volunteer Coordinator will be responsible for creating and implementing an efficient system of volunteer outreach, recruitment, orientation, monitoring and on-going communication to our Community and Professional volunteers. In addition the Coordinator will serve as the main point of contact to several key partner institutions and organizations including Network Voluntours, Tulane Center for Public Service and Outreach Tulane to maintain and manage a pipeline of volunteers for Service Days and ongoing event support.

The Volunteer Coordinator will be responsible for growing PlayBuild's base of active volunteers over the one-year duration of the position through improved outreach as well as more systematic communication and volunteer management.

### **Essential Functions of Position:**

The Volunteer Coordinator will be responsible for the following activities:

- 1) Establishment of a robust, accurate and up-to-date volunteer database, building on PlayBuild's current volunteer mailing list to conduct outreach to individuals currently on the list, update contact information, confirm volunteer status and availability and begin to segment the universe of volunteers based on level of activity, interest, capacity, and availability.
- 2) Grow the network of current and active volunteers through the creation of a volunteer outreach plan connecting with local volunteer clearinghouses (like Hands On New Orleans) and relevant professional groups (like the New Orleans chapter of the AIA (American Institute of Architects) and NOMA (National Organization of Minority Architects) and develop an outreach campaign
- 3) Develop job descriptions for various volunteer roles to assist in targeted recruiting efforts
- 4) Develop a volunteer orientation curriculum and revising and updating our volunteer manual
- 5) Create a monthly and quarterly master Volunteer schedule or on-site and community events
- 6) Implement an online calendaring program to enable quarterly planning and scheduling
- 7) Design and implement volunteer appreciation and learning events including running a monthly volunteer networking event at our Central City co-working space
- 7) Ongoing volunteer supervision and problem solving
- 9) Design a tiered approach to the organization's volunteer management based on quality and quantity of volunteer engagement.

Members will not participate in any activities prohibited by 45 CFR §2520.65. Members will not engage in fundraising. Members will have regular contact with minor children and will receive the three part NSCHC: NSOPR, FBI, and required state components.

**Knowledge, Skills, and Abilities Required:**

**(a) Eligibility.** An AmeriCorps participant must -

**(1)**

**(i)** Be at least 17 years of age at the commencement of service; or

**(ii)** Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [§ 2522.110\(b\)\(3\)](#) or (g);

**(2)**

**(i)** Have a high school diploma or its equivalent; or

**(ii)** Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the [education award](#); or

**(iii)** Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or

**(iv)** Be enrolled in an [institution of higher education](#) on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ( [20 U.S.C. 1091](#));

**(3)** Be a citizen, national, or lawful permanent resident alien of the United States;

**(4)** Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).

**(b) Written declaration regarding high school diploma sufficient for enrollment.** For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in [paragraph \(a\)](#) of this section relating to high school education, a program need not obtain additional documentation of that fact.

**(c) Primary documentation of status as a U.S. citizen or national.** The following are acceptable forms of certifying status as a U.S. citizen or national:

**(1)** A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;

**(2)** A United States passport;

**(3)** A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;

**(4)** A certificate of birth-foreign service (FS 545) issued by the State Department;

**(5)** A certification of report of birth (DS-1350) issued by the State Department;

**(6)** A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or

**(7)** A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

**(d) Primary documentation of status as a lawful permanent resident alien of the United States.** The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

**(1)** Permanent Resident Card, INS Form I-551;

**(2)** Alien Registration Receipt Card, INS Form I-551;

**(3)** A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or

**(4)** A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

**(e) Secondary documentation of citizenship or immigration status.** If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien.

[See [64 FR 37413](#), July 12, 1999, as amended at [67 FR 45360](#), July 9, 2002; [77 FR 60931](#), Oct. 5, 2012]

Additionally, the member agrees to provide information to establish eligibility and to complete a National Criminal History Check as outlined in 45 CFR §2522.202.

**Academic and Experience Qualifications:** Preferred applicants will have a college degree. Experience in volunteer recruitment and management, as well as events planning, is preferred.

**Commitment Required:** The term of service for the Volunteer Coordinator will commence on September 11<sup>th</sup> and run through August 31<sup>st</sup>, 2018. The Volunteer Coordinator will serve 40 hours per week as a Full Time member of the PlayBuild team.

**Member Evaluation:** DeltaCorps members will have group supervision on a weekly basis as well as one on one meetings with the Executive Director. The Executive Director will develop annual goals in consultation with each Member, which are specific to their responsibilities within PlayBuild. The Executive Director will also provide on-going weekly feedback as to their performance and

assist in responding to barriers which may be impeding their performance. DeltaCorps members will provide weekly time sheets and quarterly progress reports.

**Tangible performance goals will include but not be limited to:**

Doubling the number of volunteers in PlayBuild's database.

Doubling the number of active volunteers

Implementing monthly and quarterly communication in the form of newsletters and scheduled volunteer training and appreciation events.

**Training:** Required training will take place at PlayBuild's 2828 Thalia Street location as well as other community locations. Training hours meet requirements of 45 CFR §2520.50.

**AmeriCorps Program Benefits:**

DeltaCorps service members receive a \$12,630 living allowance for their 1 year, 1700 hour term of service, to be paid in bi-weekly installments. Upon completion of the service term, the service member will receive an educational award of \$5,815. The service member will also receive the following benefits: health insurance, workers compensation, student loan deferment, SNAP and childcare assistance if eligible, three weeks of vacation contingent on PlayBuild's activity calendar, and all federal holidays.

**Member's Name (please print):** \_\_\_\_\_

**Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Name (please print):** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_