Lucas County AmeriCorps Member Job Description

Office Location:
ISU Extension office in Lucas County

Position Description:
The AmeriCorps Member’s role is to work for the ISUEO service to provide local youth educational programming in Lucas County. The member will support ISUEO efforts to provide positive and successful development of all youth involved in ISUEO programming, maintain a strong volunteer group and building positive working relationships and partnerships with those involved in our youth programs. This position is for 300 hours and is based on a flexible schedule dependent on youth programming needs.

Qualifications:
- Youth or 4-H experience preferred
- Must be capable of working independently with limited supervision
- Energetic, imaginative, self-starter who works well in a multi-tasking environment
- Strong written and verbal skills
- Strong computer skills in Word, Publisher, Excel and other databases
- Experience in public communication
- Ability to work a flexible schedule
- Experience in managing groups of 15-20 youth

Responsibilities include:
- Work with County Youth Coordinator to coordinate existing programs, develop new programs, deliver and assist with program evaluation of day camps and events at the Lucas County Fair
- Prepare press releases, program brochures, schedules, mailings and other information materials to be used by youth programs
- Complete planning process for other youth programs including topic selection, shopping and ordering supplies, printing copies, preparation of physical site and implementation of parent and student evaluations as necessary
- Manage registration process and maintain attendance records and medical/release forms as necessary
• Recruit and assist in training of adult and youth volunteers if necessary
• Obtain needed supplies and equipment as necessary
• Carry out planned activities to recruit youth to join 4-H
• Conduct other youth activities as needed
• Coordinate efforts to report other youth activities externally to the community and highlight club opportunities internally to Iowa 4-H
• Present a review of activities members participated in and completed during the 300 hours

Volunteer Placement:
• 300 hour position
• Exact service dates will be determined and agreed upon by the member and the extension council
• The member shall work no more than 40 hours in one week

Requirements:
• Must be at least 17 years of age
• Valid driver’s license and reliable transportation
• Ability to lift 25 pounds
• Ability to pass a background screening

Report to:
Kelly Phillips