

Volunteer Maryland AmeriCorps Member at Ulman Foundation

Reports To: Ulman House Staff

Location: Ulman House 2118 E Madison St, Baltimore, MD 21205

Exempt/Non-Exempt/Contract/Temporary: Temporary

Full Time/Part Time: Full Time

Standard Office Hours: Hours will be 8 hour shifts rotating within the hours of 7:30am-7:00pm M-F with occasional weekends, dinner, or other night programming. There may be times when AmeriCorps member is encouraged to participate in voluntary activities or events in the Ulman Community. These are not mandatory

Our Mission: Ulman Foundation is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

Your Role in Our Mission: The AmeriCorps Member will work with staff to enhance our volunteer tracking system, volunteer application, position descriptions, recruitment and screening materials. The AmeriCorps Member will revise the Volunteer Program Vision Statement Volunteer Program Evaluation Process and Evaluation Documents, Volunteer Program Policies and Procedures Manual, Volunteer Orientation Agenda and Materials, Volunteer Performance Evaluation Process and Evaluation Documents, and Volunteer Recognition Plan and Materials.

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving as a Volunteer Coordinator at **the Ulman Foundation**. Volunteer Maryland AmeriCorps Members (VMAs) are responsible for developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2019. The VM service year will begin on September 4, 2019 and conclude on July 21, 2020; Volunteer Coordinators are expected to complete 1,700 hours of service during the term.

Specific responsibilities, projects, or activities of this position may include:

- Develop a written work plan and timeline for implementation.
- Develop program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
- Recruit volunteers. Outreach methods may include: presentations to faith, business, community groups and colleges; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals; report on progress in statistical and narrative reports for Volunteer Maryland.
- Develop community partnerships to support the volunteer program.
- Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps.
- Participate in VM and AmeriCorps training, service projects, and other activities.
- VMs may be assigned other volunteer program duties during the course of the service year by the Service Site Supervisor.
- Note: The AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals

Ulman Headquarters

1215 East Fort Ave, Suite 104
Baltimore, MD 21230

Ulman House

2118 East Madison St.
Baltimore, MD 21205

ulmanfoundation.org

info@ulmanfoundation.org
410.964.0202

Qualifications/Skills:

- Skilled at taking initiative, problem solving, and working independently, to be able to develop and implement a volunteer program.
- Skilled at building interpersonal relationships, to work effectively as part of a team (at the Service Site and with his/her class of VMCs), and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Committed to the concept of national service and to making a difference in his/her community.
- Basic computer literacy, to be able to produce program materials and track volunteer hours.
- Have own, or have access to, transportation to and from VM trainings, events, and Service Site-related activities.
- Able to respond to organizational change productively and maintain positive attitude.

Benefits

Full-time VMAs receive a living stipend of \$13,732, an education award of \$5,920, and health insurance if they are not already covered. May also qualify for a child care allowance. Other benefits include mileage reimbursement for site-related travel, student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference in a local community.

General

To serve as a Volunteer Maryland Coordinator, an individual must be at least 17 years of age; have a high school diploma or GED; be a U.S. citizen or permanent resident alien; pass a national service criminal history check of the national sex-offender registry, state repository check (Maryland and state of residence), and FBI fingerprint check; and complete pre-service training requirements. Documentation of age, education, and citizenship are due on the first day of training. Criminal history checks will be initiated before the start of service; an individual will be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy. Volunteer Maryland AmeriCorps Members are required to serve approximately 40 hours each week.

Ulman Foundation Work Environment

Ulman has been recognized over the past 2 years by the Baltimore Business Journal and Non-Profit Times as one of the Best Places To Work. We have an open, fun, inspiring, and collaborative environment. Your teammates are committed to improving the lives of young adults impacted by cancer as well as helping their family and loved ones. Being a small nonprofit, teammates wear many hats and pitch in to ensure tasks are completed excellently and on time.

To Apply:

Interested candidates should submit a cover letter and resume to house@ulmanfoundation.org with "Volunteer Maryland AmeriCorps Member" as the subject line.

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