



**Position Description**  
**Volunteer Maryland AmeriCorps Member**  
**at Ulman Foundation**

<b>Reports To:</b>	Development Coordinator	<b>Manages:</b>	Volunteer Ambassadors
<b>Remote / In-Person:</b>	In-person and flexibility to work remotely	<b>Location:</b>	Ulman House 2118 E. Madison St Baltimore, MD 21205
<b>Exempt / Non-Exempt / Contract / Temporary:</b>	Exempt	<b>Full Time / Part Time:</b>	Full Time (40 hours) / 11 month position (September 14, 2022 - August 1, 2023) 9 am - 5 pm
<b>Compensation:</b>	\$16,502 per year (divided bi-weekly)		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>● \$6,495 education award upon completion of program</li> <li>● May qualify for Public Service Loan Forgiveness</li> <li>● Health insurance provided, if not already covered</li> <li>● May qualify for childcare allowance</li> <li>● Mileage reimbursement for site-related travel</li> <li>● Student loan deferment</li> <li>● Professional training</li> <li>● Monthly reimbursements for cell phone (\$50) and wellness (\$20)</li> </ul>		

**PURPOSE AND SCOPE:**

This is an 11 month, full-time (40 hours/week) AmeriCorps member position with Volunteer Maryland (VM) at Ulman Foundation. Volunteer Maryland AmeriCorps members, ACMs, are responsible for building capacity and developing and implementing a volunteer program. The member will focus on increasing Ulman Foundation’s effectiveness, efficiencies and/or expand the Ulman’s reach or scale. The outcome will be an increase in capacity for the Ulman Foundation to serve their identified community. The VM service year will begin on September 14, 2022 and conclude on August 1, 2023; members must complete 1,700 service hours during the term.

## **ABOUT US:**

Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House, our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives.

Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you're from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

## **SITE SPECIFIC PROJECT SCOPE:**

The Volunteer Maryland AmeriCorps Member will aim to recruit at least 100 volunteers who will serve as Ambassadors of the Ulman Foundation. Ambassadors educate their communities about the Adolescent and Young Adult Cancer cause, raise awareness about challenges that adolescents and young adults (AYA) impacted by cancer face, and help community members understand ways that they can support AYAs and their loved ones impacted by cancer. They also work directly with AYA patients and their loved ones in their community to identify areas of need and where support for the patient and family would be helpful. Ambassadors refer AYA patients and their loved ones to existing Ulman support services, such as our patient navigation team. Volunteer Maryland AmeriCorps Member will work with all departments to identify potential Ambassadors and work to steward their interests and support for the Ulman community. Ambassadors also provide "mentorship" support to patients and caregivers who have gone through similar experiences and promote Ulman activities and initiatives with their networks. They also activate their community to provide support to local AYA patients and families as needed - this could be through meal drop offs, yard cleanup, end of treatment celebrations, etc. Finally, Ambassadors facilitate connections between AYA patients in their communities and others in the broader Ulman community who have experienced or are experiencing similar challenges, diagnoses, treatment protocols, etc.

## **DUTIES:**

- Develop a written work plan and timeline for program implementation.
- Develop program materials such as a policies 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, and/or community groups; 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 and report to Volunteer Maryland.
- Evaluate progress made in achieving program goals; report on progress to 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.
- Note: The AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited or limited Activities or fall outside of the program goals outlined in this position description.
- Volunteer Maryland AmeriCorps members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits as a result of the use of an AmeriCorps member. An organization may not displace a volunteer with an AmeriCorps member.
- Volunteer Maryland AmeriCorps Member will participate in bi-weekly staff meetings and other additional staff meeting as necessary
- Volunteer Maryland AmeriCorps Member will learn Ulman's best practices for tracking and documenting volunteer information

### **SELECTION PROCESS:**

To Apply: If you would like to apply for this role, please submit a cover letter and resume to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org) with "Volunteer Maryland Position" as the subject line.

Additionally, to participate in Volunteer Maryland, applicants must submit a written application, cover letter and resume. Staff will review the application and invite qualified applicants to interview. VM will conduct two reference checks and complete a criminal background investigation. After an applicant has been tentatively matched, the three-part criminal history check will be initiated. Individuals will not be allowed to begin training until all results are received and verified by the program.

### **ENROLLMENT REQUIREMENTS:**

To serve as a Volunteer Maryland AmeriCorps member, an individual must:

- o be at least 17 years of age
- o have a high school diploma or its equivalent
- o be a U.S. citizen, U.S. national, or legal permanent resident alien of the United States;
- o satisfy the national service criminal history check
  - of the national sex-offender registry
  - state repository check (Maryland and state of residence),
  - and FBI fingerprint check;
  - 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.

### **SKILLS, ATTITUDES & ABILITIES NECESSARY:**

- 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 their cohort), 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 a positive attitude.
- Have an open mindset and focus on possibilities thinking.

### **ORIENTATION AND TRAINING:**

Volunteer Maryland provides approximately 20 days of training in program development, volunteer management, marketing, communication, leadership skills, history of National Service, AmeriCorps prohibited activities and unallowable activities. VM's training schedule meets the AmeriCorps requirements outlined in 45 CFR § 2520.50. Training is held the first two

weeks of the service year, with monthly training days throughout the rest of the year, and weekly support meetings. Additional training opportunities are also available through AmeriCorps, service sites and Volunteer Maryland. The Site Supervisor provides orientation to the VM AmeriCorps member Service Site.

**SUPERVISION:**

The Site Supervisor provides day-to-day supervision. The Site Supervisor will evaluate performance in accordance with the agency's policies. In addition, Volunteer Maryland's Director and Program Manager provides overall supervision to all VM AmeriCorps members. VM Program Manager and Site Supervisors communicate member progress and challenges.

**EVALUATION & REPORTING:**

The Site Supervisor and VM Program Manager will complete mid-year and final evaluations. The member will complete mid-year and final self evaluations. The ACM is required to submit monthly reporting, a work plan at the beginning of the service year and a mid and final report. Additional deliverables are required throughout the service year, a deliverable schedule is provided on the first day of service.

**VOLUNTEER SERVICE**

Each Volunteer Maryland AmeriCorps member is encouraged to volunteer as part of their service year. The volunteer activity **cannot** be within any of the prohibited or limited activities. The ACM may claim up to five percent (5%) of their 1700 hours as volunteer activities during the course of the service year. Volunteer Maryland hosts weekly one hour member development sessions and approximately one training day a month.

**LOCATION:**

The AmeriCorps member's Service Site is located at 2118 E. Madison Street, Baltimore, MD 21205. VM training locations will be held at locations throughout Maryland.