



Easterseals Wisconsin AmeriCorps Partnership Transitions Coordinator AmeriCorps Position Description

Purpose and Scope: Easterseals Wisconsin's AmeriCorps members will provide intensive personal care and lead therapeutic recreation activities for individuals with disabilities, youth in transitions, and veterans and their families at Easterseals Wisconsin Camps in Wisconsin Dells, Wisconsin.

Selection Process: In order to be considered for the AmeriCorps position, submit an application through www.americorps.gov. Staff will review applications and invite the applicant to interview, if appropriate. If selected, applicant will need to pass a state and FBI background check to become enrolled in the program. To serve in AmeriCorps at Easterseals Wisconsin, member must be at least 18 years old, must be high school graduates, GED recipients, working toward attaining a high school diploma or GED, and be a U.S. citizen or lawful permanent resident.

Transitions Program Responsibilities: The Easterseals Wisconsin Transitions Program is offered for young adults between the ages of 15 and 25 who are planning for life after high school. This program offers services that best meet the camper's life skills as they prepare for a critical time in their life.

The AmeriCorps Transitions Coordinator is expected to serve a minimum of 300 hours from September 2023 to May 2024. The member is expected to serve approximately 10 hours per week in the camp office and/or approved teleservice, and in the Wisconsin Dells for four (4) Wawbeek Transitions Camp weekends, and at least one weekend of training.

- Engage in designing and providing life and post-secondary education skill activities for young adults between the ages of 15 and 25 years old.
- Assist campers with locating appropriate resources in their community.
- Engage in providing outreach for Transitions programs to current and potential campers and camper families.
- Collaborate with public and private organizations to provide a variety of services. Identify speakers or presenters to lead specialized programs.
- Follow up with campers' progress toward personal goals.
- Arrange appropriate community trips to complement Transitions activities.

Program Leadership Responsibilities:

- Plan and lead therapeutic based programs as assigned, including sports and games, arts and crafts, drama, music and dance, and community trips.
- Assist AmeriCorps members and staff in programming and activity facilitation.
- Participate in all required AmeriCorps Orientations, trainings (Citizenship Training, Conflict Resolution and CPR/First Aid), and meetings, as provided by the AmeriCorps Program Manager.
- Participate in all required camp orientations and general trainings under American Camping Association (ACA) standards, as provided by the Site Supervisors.
- Participate in AmeriCorps events as required and requested by the Wisconsin National and Community Service board, such as the opening and closing events, and National Day of Service.
- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Maintain a safe therapeutic and inclusive environment for all campers.

Attitude & General Responsibilities:

- Accept responsibility for overall health and safety of all campers, staff and AmeriCorps members.
- Serve as model representatives of Easterseals Wisconsin and AmeriCorps.
- Consult with supervisor(s) regarding any ideas, issues or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits to effectively perform position requirements.
- Respect confidentiality of campers, staff and AmeriCorps members.
- Learn camp emergency procedures and follow emergency protocol if necessary.
- Assist with camp clean-up on last day of each session.
- Provide overnight on-call on-site for camper support during sessions.
- Report any accidents, illness, or sickness to supervisor(s) or nurse.
- Maintain all necessary records, monitoring and evaluation data regarding service activities they are due and that the reports are accurate.
- The following is a partial list of required reports:
 - AmeriCorps Member Timesheet in OnCorps
 - End of Term Member Reflection
 - Exit Survey

In addition, the member may be mobilized for disaster response in Wisconsin, perform service on national service days and participate in other service projects or events coordinated by Easterseals Wisconsin.

Skill requirements: Essential functions include: (1) ability to work well with others (2) excellent written skills (3) strong computer skills (4) organized and able to prioritize (5) possess a valid driver's license and (6) ability to work effectively with the public, including speaking to groups and volunteers. The position requires eagerness to work with people with disabilities (a vulnerable population) and an ability to work as a team member, with minimum supervision, and to perform all position duties. Easterseals Wisconsin is an equal opportunity employer.

Program benefits: AmeriCorps members will be provided with room and board while serving during Camp sessions, training, and on-site community service. In addition, members will receive a living allowance totaling \$2,800 for the full term of service. After successfully completing a term of service, AmeriCorps members will be eligible to receive an education award of \$1,459.26 if the full term of service is completed.

I have read the Transition Coordinator position description and understand my responsibilities.

This document must be signed and dated on or before the date the member begins their term of service.

Signature: _____

Date: _____

Print name: _____