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## Easterseals Wisconsin AmeriCorps Partnership

### Veterans 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 transition, and veterans and their families at Easterseals Wisconsin Camps in Wisconsin Dells, WI.

**Selection Process:** In order to be considered for the AmeriCorps position, submit an application through [www.americorps.gov](http://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.

**Veterans Program Responsibilities:** The Easterseals Wisconsin veterans programming provides therapeutic recreational activities and programs at Camp Wawbeek for veterans with or without disabilities and their families. This program is maintained through partnerships with several organizations that serve veterans.

The AmeriCorps Veterans Coordinator will serve a minimum of 300 hours during September 2024 to May 2025. The member is expected to participate during the AmeriCorps training weekend in Wisconsin Dells held September 13-15, 2024, a minimum of two (2) weekend sessions (held September 20-22, 2024, and April 25-27, 2025), as well as 10 hours per week in the camp office and/or approved teleservice. Additional weekends and a few weekday commitments are required for program and training, program service and community service.

- Engage in providing outreach for veterans' programs to current and potential veterans and their family members.
- Identify public and private organizations to collaborate with outreach and program development.
- Plan and facilitate activities during Veterans Family Camp sessions.
- Attend appropriate meetings and conferences to gain information and increase awareness of the Family Camp program.
- Recruit volunteers to assist in Veterans Camp sessions.
- Update and maintain database of veteran organizations, clubs, etc. for outreach mailings and contacts.

#### **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.
- Train and assist volunteers that attend both Respite Camp and Camp Wawbeek sessions.
- 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. The education award can be used to pay education costs at qualified institutions of higher education or training programs, or to repay qualified student loans. The award will equal \$1,565.08 if the full term of service is completed.

**I have read the Veterans 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: \_\_\_\_\_