



Easterseals Wisconsin AmeriCorps Partnership

AmeriCorps Volunteer 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, WI.

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 a FBI background check to become enrolled in the program. To serve in AmeriCorps at Easterseals Wisconsin, member must be at least 18 years old, have a high school diploma or GED, and be a U.S. citizen or lawful permanent resident.

Volunteer Coordinator Responsibilities: The AmeriCorps Volunteer Coordinator will provide program support by recruiting volunteers to help with camp programs in order to serve more children and adults with disabilities at both Respite Camp and Camp Wawbeek.

The Volunteer Coordinator will serve a minimum 1700 hours from September 2024- mid-August 2025. Member is expected to serve at Easterseals Wisconsin Camp weekends (two-three per month) as well as summer camp weeks (10 camper weeks, 3 weeks training). Primary service site will be in Wisconsin Dells, WI with expected travel to the Easterseals Wisconsin main office in Madison, WI for monthly agency meetings and other required days. Occasional travel throughout the state will be required for volunteer recruitment purposes. Member will also be expected to attend a volunteer management training series (e.g. United Way).

- Responsible for recruitment, screening, background checks, reference checks, paperwork and follow-up with weekend volunteers.
- Provide training for all weekend and summer camp volunteers.
- Responsible for contacting and building relationships with community service organizations, e.g. Key Clubs and Circle K, to organize group volunteer commitments throughout weekend programs and summer.
- Responsible for working with community service groups to organize supply drives or other special events that benefit Easterseals for both camp programs.
- Responsible for setting up volunteer recruitment sites at colleges throughout the state.
- Responsible for developing relationships with college professors/counselors/career services to assist with promoting ESW programs to students.

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 Directors.
- 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, as needed.
- 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) organization and ability to prioritize (3) excellent written skills (4) strong computer skills (5) proven leadership abilities (6) possess a valid driver’s license and (7) ability to work effectively with the public, including speaking to groups and volunteers. The position requires eagerness to work with people with disabilities, initiative, and ability to work independently and as a member of a team, with minimal supervision, and ability to perform all position duties. Easterseals Wisconsin is an equal opportunity employer.

Program Benefits: This position includes room and board in Wisconsin Dells for the length of the service. In addition, this position receives a living allowance totaling \$20,000 for the full term of service (1700 hours), and can receive health and childcare benefits, if required. After successfully completing a term of service, the member 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 \$7,395.00 if the full term of service is completed.

I have read the Volunteer 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: _____