

# Freeport Park District/ Illinois Public Health Association

## AmeriCorps Member - Community Volunteer Supervisor

If you are highly motivated, responsible, dependable, outgoing, organized and a creative problem solver that enjoys meeting and working with people and wants to build a solid foundation for making a difference in Freeport, then consider this position!

**Position Title:** Volunteer Supervisor

**Position Location:** Freeport Park District  
1122 S. Burchard Avenue  
PO Box 417  
Freeport, IL 61032-6114  
[www.freeportparkdistrict.org](http://www.freeportparkdistrict.org)  
815-235-6114

**Benefits Include:**

- Living allowance of \$6,630 (paid in equal disbursements twice per month during term of service.)
- Education Award of \$2,865...must complete required 900 hours of service to receive award. May be used to pay back qualified student loans or attend an institution of higher education.
- Loan Forbearance of qualified student loans.

The Illinois Public Health Association (IPHA) is currently accepting applications to fill this and other half-time, seven month positions throughout the State whose term of service will begin on January 11, 2016 and serve until August 2016. Members serve 30-40 hours per week during this time period, during normal business hours. Occasional evening and/or weekend hours may be required. **Application deadline is December 13, 2015.**

### **IPHA AmeriCorps Position Requirements:**

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check, and DCFS CANTS background check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the full term of service.

### **Transportation Information:**

- Position location is accessible by scheduled public transportation.
- A vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- In the event of a conflict with the host site organization's vehicle, mileage reimbursement on a personal vehicle while in the performance of official duties is available.

For more information, position locations and descriptions, and to complete the online application, please visit [www.ipha.com/amicorps](http://www.ipha.com/amicorps).

## Freeport Park District Volunteer Supervisor

### Primary Responsibilities:

- Recommend, develop and maintain volunteer policies, procedures and standards of service.
- Implement a system to record and track categories of activity such as hours worked, volunteer counts, etc.
- Regularly survey district staff and employees to identify volunteer opportunities.
- Develop and maintain a current list of volunteer projects.
- Work with district staff and employees to identify component tasks of selected project.
- Create service descriptions for selected projects.
- Train staff and employees on how to make the best use of volunteer resources.
- Coordinate/conduct orientation and training.
- Create and implement a feedback program; assess the responses; and, adapt future activities accordingly.
- Provide periodic reports on volunteer activity showing monthly and year-to-date information.
- Create and manage a volunteer incentive program to track hours worked, points earned and recognition.
- Organize and participate in recognition programs and special events.
- Evaluate all aspects of the program to ensure effectiveness and recommend/implement changes as needed.
- Recruit, interview, evaluate and place applicants for volunteer work.
- Network and develop relationships with area service clubs, organizations and employers.
- Provide ongoing support and guidance for staff and volunteers.
- Create and publish timely project announcements and requests for assistance.
- Create and maintain files and a data base for volunteers and projects.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.
- Other duties as assigned.

### Qualifications:

- A Bachelor's Degree in a social service-related field or an equivalent combination of education and experience.
- Previous volunteer management experience preferred.
- The ability to communicate with, advise, supervise and empower fellow employees and volunteers to be effective in their roles.
- The ability to conduct research on-line, finding similar agencies utilizing a volunteer program, effectively interact and communicate, share information, adapt and incorporate it to our needs.
- The ability to self-educate through online research and networking with peers.
- The ability to evaluate/utilize/adapt various management/reporting software programs and make/defend purchase recommendation.
- Ability to create/assemble/develop a complete set of policies on which to base a volunteer program.
- Proficient in the functions of Microsoft Office and internet usage and ease in adapting to new technology.
- Familiarity with the standard forms and capabilities of Social Media.
- Well-developed organization, planning and time management skills.
- Demonstrated ability to effectively communicate orally and in writing.
- Ability to work well with a diverse community and volunteers.
- Ability to effectively manage a wide array of tasks, projects and responsibilities.
- Ability to work productively in an unstructured environment with frequent interruptions.
- Office hours are typically Monday through Friday between 8 am and 5 pm.

**For more local agency-specific information, please contact the Freeport Park District at 815-235-6114 or, email: [jcarey@freeportparkdistrict.org](mailto:jcarey@freeportparkdistrict.org).**