



AmeriCorps VIP Fellow at Pacific Symphony

POSITION: AmeriCorps VIP Fellow

SERVICE TERM: September 2019-July 2020

HOURS: Full-time; 1700 hours w/some evenings and weekends

REPORTS TO: Pacific Symphony Director of Volunteer Services and OneOC AmeriCorps Manager

Position Summary:

Pacific Symphony is looking for an AmeriCorps Fellow to work with our Volunteer Services Department. The AmeriCorps Fellow that we select should have a passion for the arts, music and love volunteering. This individual should be a college graduate who is looking for a great experience in the nonprofit sector, especially in an arts organization.

AmeriCorps Fellows work in nonprofit, education and community organizations that serve children, youth and families to build capacity and develop their volunteer programs through the Volunteer Infrastructure Project (VIP). They do this through: 1) building sustainable systems to track, support, manage, and train volunteers; 2) recruiting one-time and skills-based volunteers; and 3) raising funds to support the development of the volunteer program. Partner sites change annually based on community and agency needs. This position is a valuable opportunity to develop and apply leadership and community organizing skills and to make a lasting difference. Extensive training in volunteer management and nonprofit professional skills is offered.

Program Overview

VIP Fellows are AmeriCorps members who leave a legacy in the communities they serve by building strong, sustainable volunteer programs in existing service organizations. Each VIP Fellow dedicates their service to a single Partner Site, working "behind the scenes" of service to enable volunteers to take part in meaningful service positions that meet community needs. VIP Fellows are a part of a statewide network of 180 Fellows, and are placed in small teams within their community and meet regularly for collaboration and training.

Position Responsibilities:

- Develop and implement a volunteer program, including the development of position descriptions, assessments, training programs, and other tasks as outlined on the VIP Work Plan.

- Recruit, train and engage skilled community members as volunteers for programs that support children, youth, and families.
- Develop a system to support, track and recognize volunteers throughout the year.
- Contact local businesses and franchises to establish new relationships that provide augmented support to Pacific Symphony.
- Secure funding, in-kind donations, and corporate volunteers to support the volunteer program by maintaining and nurturing business partnerships.
- Contribute as a Service Leader during OneOC's Days of Service projects.
- Participate in required trainings and professional development opportunities, including orientation(s), cohort meetings, Pacific Symphony meetings, and webinars and state trainings.
- Positively represent Pacific Symphony and OneOC in all professional settings.

Desirable Characteristics:

- Strong personal standards of excellence, ethics and integrity. Possess ingenuity and a can-do spirit. Energized by serving others.
- Possess leadership and interpersonal skills to build positive relationships with staff, work cooperatively in group situations, and effectively respond to and resolve conflicts.
- Strong written and verbal communication skills. Comfortable speaking in public and working with diverse audiences.
- Organizational skills and the ability to effectively handle multiple tasks. Ability to problem solve and approach situations creatively.
- Ability to adapt to change in work environment, respond to feedback, and effectively handle competing demands.
- Proficient in relevant technology.
- Experience with community service, training, or leadership development.
- Eligibility Requirements:
 - Be a U.S. citizen or legal permanent resident
 - Be at least 18 years of age
 - Possess a HS Diploma, Bachelor's degree is preferred
 - Agree to and clear a criminal background check
 - Be available to commit to serving 40 hours per week for up to one year of service
 - Must have reliable transportation and ability to travel to various training and service locations
 - Have served no more than two terms in an AmeriCorps state or national program.*

Benefits:

- Opportunity to make a positive impact in the community
- Living allowance of up to \$16,000 over term of service
- AmeriCorps members that successfully complete a Full-time 1700 hour service term approved through FY 2019 AmeriCorps State funding will be eligible to receive a combined \$10,000 AmeriCorps Education Award (\$6,095 Segal AmeriCorps Education Award and \$3,905 California for All Education Award).

Members may use the education award to pay for current educational expenses at an eligible institution, to repay qualified student loans, or to do both.

- Student loan deferment and interest reimbursement at completion of term
- Health benefits and child care assistance if qualified
- Extensive training, professional development, and experiential learning opportunities

To Apply: Please send resume and letter of interest to Abby Edmunds, aedmunds@pacificsymphony.org