



**United Way of Southwest Colorado
Team UP AmeriCorps Emergency Summer Coordinator**

POSITION TITLE: Emergency Summer Coordinator

FLSA: Hourly

REPORTS TO: Program Director

PAY RATE: Part-Time, \$22/hour

START DATE: early May or when filled

END DATE: August 31, 2022

POSITION OBJECTIVE:

The Emergency Summer Coordinator, under direct supervision of the Program Director, supports all programmatic aspects of the Team UP AmeriCorps Emergency Summer Program. This includes program planning, member management, communication/outreach, grant compliance, partner site support, and data gathering. The Coordinator will be required to build upon and create positive relationships with all entities involved with the program: members, site supervisors, community partners, funders, partner sites, and the communities served. This position will exist for a limited time period to support the Summer Emergency Program.

INTRODUCTION TO Team UP AmeriCorps:

Led by the United Way of Southwest Colorado (UWSC), Team UP AmeriCorps places AmeriCorps State & National (ASN) members directly at local non-profits, schools, and government agencies to expand or implement new programs and projects. The Emergency Summer Program specifically focuses on helping to support students academically, socially, and emotionally as a tool to help with pandemic recovery. Members serve for a 3-month term of National Service to assist summer programs in southwest Colorado. Members serve within the UWSC's five-county region: Archuleta, La Plata, Montezuma, Dolores, and San Juan counties.

CORE COMPETENCIES FOR ALL UNITED WAY STAFF:

- Mission-focused: creates real social change that leads to better and healthier communities, and drives performance and professional motivations
- Relationship-oriented: understands that people come before process, and is astute in cultivating and managing relationships toward a common goal
- Collaborator: understands roles and contributions of all sectors of the community, and can mobilize resources (financial and human) through meaningful engagement
- Results-driven: dedicated to promoting shared, measurable goals for the common good, as well as creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact
- Brand steward: understands role in growing and protecting the reputation and results of the greater United Way network
- Justice, Diversity, Equity, and Inclusion: committed to furthering United Way's commitment to removing barriers and providing support for Black, Indigenous, and other Peoples of Color (BIPOC) through persona, systemic, and institutional racism

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Program Planning
 - Lead recruitment and enrollment initiatives
 - Update, finalize, and post Position Descriptions on Team UP Website and myAmeriCorps
 - Assist with recruitment of members for summer service
 - Manage incoming member applications by scheduling Preliminary Interviews and coordinating with Partner Sites
 - Engage and support new members prior to their Term of Service (welcome email, regular communication, etc.)
 - Organize recruitment, screening, communication, and coordination with partner sites and member placement
- Member Management
 - Learn and manage the eGrants database system
 - Learn and manage the OnCorps database system
 - Send timesheet reminders to Members and Site Supervisors
 - Monitor timesheets for compliance and progress
 - Check in with members as needed to provide support and address concerns
 - Plan and lead the Summer Member Orientation
- Grant Compliance:
 - Coordinate and attend Site Visits and Evaluations
- Partner Site Support:
 - Lead Partner Site Supervisor Orientation and periodic check-ins
- Data Management/Program Reporting
 - Assist with internal and external reporting efforts

ADDITIONAL JOB RESPONSIBILITIES/DUTIES:

- Coordinate with UWSC's Team UP and Serve Colorado (State AmeriCorps program) as needed and requested
- Be a steward of UWSC and AmeriCorps in our five-county region

QUALIFICATIONS:

- Demonstrated ability to foster positive, supportive relationships with community partners
- Self-motivator able to maintain a flexible work schedule with little day-to-day supervision
- Strong communication and outreach skills
- Ability to think creatively
- Data entry/management experience
- Strong conflict resolution and problem-solving skills
- Desire to work at a fun and supportive organization
- **AmeriCorps alum are encouraged to apply**

OTHER REQUIREMENTS

- Ability to pass criminal history check
- Access to reliable transportation to travel across five-county region
- Ability to work some nights and weekends

WORKING DAYS, HOURS, AND BENEFITS:

This position will require approximately 25-30 hours per week. This position can be fully remote but will have access to space at United Way's Cortez and Durango office locations. Typical work days are Monday-Friday with occasional evening and weekend hours. This position will be filled when background checks are complete. The end date for this position is August 31, 2022. United Way of Southwest Colorado observes 13 paid holidays annually (prorated for part-time), and offers paid leave for vacation and sick time. Health insurance benefit is also available for this position.

DIVERSITY AND EQUAL OPPORTUNITY STATEMENT: United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category. To read UWSC's Anti-Discrimination Notices, visit <https://unitedway-swco.org/anti-discrimination-notice/>. To read UWSC's Anti-Racism Statement, visit <https://unitedway-swco.org/anti-racism-statement/>.

TO APPLY:

To apply for this position, please email a cover letter and a resume (combined as one PDF document) to Al Huckins at alh@unitedway-swco.org.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Employee's supervisor may add on additional duties as needed. This job description is not a contract or promise of employment.