



# Palouse-Clearwater Environmental Institute

## AmeriCorps Program Assistant Placement Coordinator

*Job Description*

*May 2019*

### **Description:**

This is a full time position. The contract is for one year with the potential of annual renewal. Supervisor for this position is the AmeriCorps Program Senior Placement Coordinator. The Assistant Placement Coordinator functions as part of an integrated team in collaboration with the AmeriCorps Senior Placement Coordinator and the PCEI Business Manager.

AmeriCorps is a National Service Program of the Corporation for National and Community Service. Grants are awarded to organizations to assist in recruiting, training and placing AmeriCorps members to meet critical community needs. The PCEI AmeriCorps program places AmeriCorps members in organizations whose goal is to educate and engage community in positive and beneficial environmentally focused practices, in order to protect Idaho's natural resources and maintain our safety and quality of life.

The AmeriCorps Assistant Placement Coordinator will perform many of the duties that are assigned to the Senior Placement Coordinator, such as recruiting, enrolling, training and monitoring full- and part-time AmeriCorps members and sponsoring agencies. Additional duties include program development and promotion; coordinating and facilitating specialized trainings for members and sponsors, assisting with grant requirements and final reports. A small percentage of their duties will involve other organizational needs such as outreach, grant writing, general administrative and a variety of Nature Center related projects.

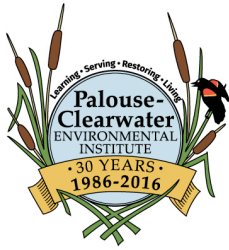
### **Responsibilities:**

#### **1. AmeriCorps Tasks and Responsibilities (95%)**

##### **a. Sponsor Support/Recruitment**

- Create and update all forms.
- Ongoing recruitment for sponsoring sites and sponsors
- Review of sponsor proposals/acceptance letters
- Sponsor support, including ongoing clarification and training re. Data Collection Procedures
- Site visits (travel involved)
- Orientations (travel involved)
- Program Director Meetings (travel involved)
- Creates RFP documents, distributes to potential sponsors, issue letters to applicants

*"connecting people, place and community"™ since 1986*



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## b. Program Administration

- Confirm reference checks for potential members
- Complete Member background checks
- Assemble resource packets (on thumb drive or other)
- Collect and compile required Member paperwork, including Service Agreements, and assemble Member Files as per CNCS requirements
- Conduct interviews for potential members
- AmeriCorps Grant compliance
- Data entry
- Collect and compile in-kind documentation for end of year reporting
- Assist Program Director or Senior Placement Coordinator with Sponsor contract and invoice coordination
- Public awareness and presentation of program
- Office organization and filing

## c. Member Support

- Recruitment including posting positions on AmeriCorps site, and other job recruitment sites.
- Enrollment/Exit and all other member paperwork tracking
- Timesheet processing/hours tracking
- Activity approval, including training hours
- Placement support
- Assist in planning of monthly member meetings
- Site visit support (travel involved)
- Training/orientation (travel involved)
- Ongoing support and evaluation of members
- Conflict resolution support related to service
- Overall encouragement and recognition
- Ongoing improvement/refining of existing AmeriCorps paperwork

## 2. PCEI Support (5%)

As time allows, assist with programs and projects that promote PCEI's involvement in the community.

- PCEI Nature Center Duties
- Grant writing and research
- Outreach and fundraising
- Event coordination