Volunteer Wisconsin AmeriCorps Member

Based: Custer, Wisconsin Office

Period of Service: September 14, 2020 - August 31, 2021
(End date is negotiable – Start date is not)

Job Description
The Volunteer Wisconsin AmeriCorps member will support the development of MREA’s capacity to engage its volunteers. This individual will work with the Events Coordinator and other staff as needed to support the management of MREA’s Volunteer Program in Custer, WI. This includes but is not limited to building upon our current volunteer base, scheduling volunteers, solicitation and coordination of volunteers, volunteer outreach via social media, event attendance, phone calls, data management, and materials preparation. During MREA’s volunteer days and The Energy Fair, this individual will be responsible for coordinating volunteers on site.

The Marshfield Clinic Health System (MCHS) Volunteer Wisconsin AmeriCorps program offers:
- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration, and accountability).
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community.
- Developing value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they’ve invested in the member and what they will be receiving.

Primary Responsibilities

Volunteer Management
- Recruit, manage, and track at least 10 volunteers that will provide 15 or more hours of service to MREA’s Volunteer Program that includes but is not limited to: MREA’s volunteer days, Street Team (volunteer promotion team), and The Energy Fair.
- Assist MREA in establishing and managing an effective and sustainable volunteer engagement structure.
- Assess and document MREA’s volunteer management practices pre and post service.
- Answer questions and direct people to information related to MREA’s Programs and Initiatives by phone, in person, and by email.
- Schedule MREA’s volunteer days, Street Team, and Energy Fair volunteers.
- Record and update data entry related to volunteers and the programs they may assist with.
- On-site coordination of volunteers for volunteer days and the week before, during, and after The Energy Fair.
- Assist in printing and distributing volunteer materials.
- Other Volunteer Program support and needs as requested.
Marketing and Outreach

- Assist in updating event websites with information.
- Assist in building our volunteer base including Street Team.
- Utilize social media outlets to promote, outreach, and engage volunteers.
- Attend outreach events to encourage volunteer engagement and participation.

Requirements

1. Must be able to begin on September 14, 2020.
2. Must be at least 19 years old by September 14, 2020.
3. Must have a minimum of a High School diploma or GED/HSED.
4. Must be willing to serve for up to 12 months and complete the full term of service.
5. Members must accept position as a full-time priority over other jobs and be able to complete 1700 hours of service.
6. Members must be able to pass a criminal, FBI, and DMV background check (Note: having a background does not automatically exclude an individual from serving as a member).
7. If selected, must attend orientation on September 14-18, 2020, opening ceremony in October (date TBD), and midterm training on January 13-15, 2021. Members cannot leave at any time during the training sessions.

Benefits

- Living allowance paid every two weeks during term of service, September 14, 2020 – August 31, 2021. Payments are approximately $549 every two weeks. Final payroll is determined by member’s tax status.
- Education award of $6,195 is provided upon successful completion of service.
- All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
- Childcare assistance is available to full-time members only and is based on household income eligibility (information provided on request). If this is a requirement for an individual to have this benefit in order to serve, please have them contact the Director immediately to begin the process of determining eligibility.
- Basic individual health, dental and vision insurance (premium paid by Marshfield Clinic Health System) is available to full-time members only. It only covers the member and is not available to other family members.
- Mileage, meals and housing are provided for all required MCHS AmeriCorps trainings and events.
- Other public benefits such as food and housing assistance may be available to the member if applied to them.
- MCHS AmeriCorps service gear provided by program.

Additional Benefits Offered By MREA

- Flexible work environment
- Casual dress code
- Free registration to MREA Trainings
- On-site Training

To Apply

To apply, email a PDF that includes:

1. Completed a MCHS AmeriCorps Volunteer Wisconsin member application
2. A cover letter detailing your qualifications
3. A resume including education, and experience
4. Contact information for three professional references

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline
Applications will be reviewed as they are received. An applicant may be selected at any time before August 1, 2020. Please submit your application as soon as possible.