

## **Service Listing Template – CCUSA AmeriCorps Program**

### **AmeriCorps Member Position Information:**

**Project Name – Position Title:** Volunteer Services Assistant

**Start Date** 8/16/2021

**End Date** 8/16/2022

### **Contact Information for Service Location**

**\*this person is the only contact who will receive eGrants email when an applicant applies\***

**First Name:** Vicky

**Last Name:** Mongrut

**Street Address1:** 100 W 20<sup>th</sup> St

**Street Address2:**

**City:** Riviera Beach

**State:** FL

**Zip:** 33404

**Contact Phone:** 561-360-3329

**E-mail:** Vmongrut@[ccdpb.org](mailto:vmongrut@ccdpb.org)

**Fax Number:**

**Website:** [ccdpb.org](http://ccdpb.org)

### **Location**

**In what states will you have members:** FL

**In what metropolitan area will you have members?** Ft. Lauderdale/West Palm Beach

### **Program Information**

Volunteer Services seeks to support the overall mission of Catholic Charities through the implementation of a stable and effective volunteer management program.

**Enter your program description:**

Catholic Charities Diocese of Palm Beach Volunteer Services provides on-going support to the eleven active, growing, and extremely diverse Programs and Ministries who serve clients and help people throughout our five-county service area. Volunteers play a vital role in many of our programs and ministries, such as Birthline/Lifeline Pregnancy Care Centers, Counseling, Anti-Human Trafficking, Immigration Legal Services, Refugee Resettlement, and Hunger & Homeless Outreach. The Volunteer Services program serves as a liaison between these programs and ministries and potential and existing volunteers in the community. We help staff learn how to work with volunteers most effectively as well as matching volunteers' skills and interests with the appropriate volunteer opportunity.

*This VISTA position is a part of Catholic Charities USA's Family Strengthening Program, a national intermediary project. As a member, you will meet virtually with VISTA Leaders and other VISTAs serving throughout the country, all focused on alleviating poverty.*

**Accepting applications from** (05/17/2021):

**Application deadline** (02/09/2022):

**Program Benefits:** *Childcare assistance if eligible, Relocation Allowance, Choice of Education Award or End of Service Stipend, Training, Living Allowance, Health Coverage (all must be selected)*

- Housing? No

**Select the terms and conditions of member service that apply to your program?** *Permits working at another job during off hours, Permits attendance at school during off hours. (all must be selected)*

- Car recommended? Yes

**Desired Education Level:** Some College

*(Options: Technical or Vocational School, Less than High School, High School diploma/GED, Some College, Associates Degree, College Graduate, Graduate Degree)*

**What skills would you like potential members to possess?** *Communications, Community Organization, Computers/Technology, Conflict Resolution, Education, Fundraising/Grant Writing, Law, Leadership, Public Speaking, Recruitment, Teaching/Tutoring, Writing/Editing, Social Services, Team Work*

*(Can select more than one option: Counseling, Architectural Planning, Business/Entrepreneur, Communications, Community Organization, Computers/Technology, Conflict Resolution,*

*Education, Fine Arts/Crafts, First Aid, Fundraising/Grant Writing, Law, Leadership, Medicine, Public Health, Public Speaking, Recruitment, Teaching/Tutoring, Trade/Construction, Writing/Editing, Youth Development, General Skills, Environment, Non-Profit Management, Social Services, Urban Planning, Disaster Services, Veterans, Team Work, Other (please provide))*

**Do you have a language requirement? No requirement but Spanish or Creole is helpful**

*(Can select more than one option: Arabic, American Sign Language, Chinese, Creole, English, French, German, Greek, Hmong, Italian, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Thai, Vietnamese, Other (please provide))*

**What will your AmeriCorps member(s) do?**

This role will support Catholic Charities through capacity-building; specifically: volunteer recruitment, engagement, and retention, and essentially volunteer management in all its most essential aspects, including volunteer recognition and appreciation, scheduling, tracking, evaluating; and deployment (program placement.) They will meet regularly with the program and ministries to discuss volunteer needs and strategize the use of volunteers. They will coordinate volunteers for episodic or special events/projects.

This year is exciting because the member will also be assisting the Volunteer Service Coordinator with the implementation of the Americorps Seniors RSVP program in Palm Beach County. This will include creating a marketing plan for outreach into the community for volunteer recruitment, onboarding, management, building relationships with site stations, and reporting.

The member will also assist the Volunteer Coordinator through support with volunteer background screening and creating files for incoming volunteers, and tracking volunteer engagement success rates through various tracking tools to monitor program effectiveness.

The member will also assist with community outreach and fundraising efforts, with organizing food and clothing distributions, assisting with fundraising events (such as the Bishop's Gala), and other outreach activities.

**Define the field of service areas in which your members are serving? *Community and Economic Development, Community Outreach, Hunger, Elder Care, Homelessness, Housing,***

*(Options: Community and Economic Development, Community Outreach, Children/Youth, Disaster Relief, Education, Entrepreneur/Business, Elder Care, Ex-Offender Reentry, Environment, Health, Hunger, Hurricane Katrina, Homelessness, Housing, Homeland Security, Neighborhood Revitalization, Public Safety, Technology, Tribal, Veterans)*