

PATH's AmeriCorp Position Descriptions

Full time position: LivTrue Mentor Coordinator & Social Media Assistant

Term: 1700 hours (September 2022-July 31, 2023)

Living Stipend up to: \$16,502

Education Award: \$6,495

AmeriCorps, a US government service program, is provided by United Way of Northwest Indiana in Lake, Porter, LaPorte and Marshal counties to support community need in the areas of nonprofit and school district support services.

AmeriCorps Community Navigators serve at area nonprofits providing needed support to clients and building up programming.

AmeriCorps service terms varies and come with a living stipend and college education scholarship. Service term is September 2022- July 2023 (46 weeks). Serving 35-40 hours a week.

Benefits:

- Living Stipend, up to \$16,502
- Paid Training
- Student Loan Forbearance
- Education Award Scholarship (up to \$6,495 upon successful completion of the program)

Requirements:

- 18 years of age at beginning of service
- Have a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalency)
- US Citizen, US National or Lawful Permanent Resident Alien of the US
- Successfully pass AmeriCorps' National Service Criminal History Check

1)LivTrue Mentor Coordinator

Responsibilities:

Service will include a variety of responsibilities including, but not limited to:

- Training on PATH LivTrue curricula
- Assist with volunteer recruitment for mentors to implement programming
- Assist with student recruitment (program marketing)
- Co-Lead program implementation
- Represent PATH at various expos and health fairs

Record Keeping

Assist with student attendance

Assist with administration of student surveys

Follow all guidelines and procedures for PATH LivTrue mentors

Service Hours:

LivTrue programs are presented after school – 60 -90 minutes in length to Middle School students. Typical scheduling is: 3:30 – 5:00 and days vary by site.

Remainder of time will be used in preparation for program implementation – this may be done at the office or working remotely as determined by your supervisor. Renee Romanowski trains members on the LivTrue Programming and serves as Site Supervisor.

Service hours include an initial 6 hours of curricula and mentor best practice training. Service for this project also includes additional research to update LivTrue curriculum materials, data, etc.

Time Sheets are to be kept up to date and submitted weekly. Time Sheets are not considered complete without an **overview of tasks performed** during hours logged, and will not be approved.

Mileage Reimbursement

Mileage from the office to and from the sites will be reimbursed at \$.45/mile. If you travel to sites from your home, the shorter of the distance (from home or office) will be reimbursed. Please use mapquest.

Mileage for mandatory AmeriCorps sessions are not reimbursable by PATH, Inc.

Supplies:

All supplies needed for program implementation are provided by PATH, Inc. (some snacks may be provided by site coordinators)

A written (emailed) request for supplies should be submitted at least 48 hours in advance. Per AmeriCorps Standards, "Materials should be purchased by PATH, Inc. in advance for programming versus out of pocket reimbursement."

Members will have access to the company card or may work directly with Tara (Admin. Asst.) to make purchases or will otherwise need to make requests of PATH to purchase

materials in advance. Minimal reimbursements are acceptable and may be requested on the Reimbursement Form on a monthly basis.

Office keys are provided so that the AmeriCorp member may come and go from the office as needed. Keys and all HR supplies (Reimbursement Forms, etc) may be obtained from Loreen Eichenberger at the PATH office.

2)Social Media Assistant

Tasks for the Social Media Assistant involve recruitment and scheduling of volunteers to assist with the LivTrue Mentoring and other volunteer needs within PATH, Inc.

Capacity Building & Community Engagement is a key component to any nonprofit. Working closely with our Community Awareness and Engagement Director, this AmeriCorp member will assist with social media scheduling, press releases, event marketing and so much more.

Capacity Building involves assisting the Executive Director & Director of Community Engagement & Awareness, The PATH Social Media Team (Renee, Kayla & Dionna) with the following tasks:

- research and development of communication policies and procedures for both staff and volunteers as it relates to social media, various e-learning platforms and marketing materials
- assistance with communication pieces to our service sites (schools, clubs, parents, etc.) via emails, letters, newsletters.
- Creating graphic designs to be shared on the website and social media accounts.

Responsibilities for this portion of the AmeriCorps position include research on topics related to PATH's programming.

1. Increase 'likes' and 'views' on social media pages and website.
2. Weekly meetings with the Strategic Team and Marketing Team.
3. Participate in the weekly PATH Team Meetings.

Record hours served electronically. Site supervisor must verify and approve

Responsibilities for this portion of the AmeriCorps position include recruitment of consistent volunteers serving PATH's LivTrue Mentoring Program on a weekly basis and additional consistent volunteers serving in the PATH office as needed. The number of volunteers needed varies with the size of programs and organizational needs and will be discussed and assigned once sites are secured.