



JustServe AmeriCorps 2009-2010 Service Year

## AmeriCorps Member Position Opening

*Apply now! Position open until filled.*

### JustServe AmeriCorps Program Overview:

JustServe AmeriCorps works for a just and safe community by placing and coordinating national service volunteers in community-driven violence prevention efforts throughout Seattle/King County. In 2009-2010, we will place a team of **34** full-time AmeriCorps Members at Seattle Police Department and approximately 15 other local criminal justice system agencies, schools, community-based organizations and faith-based organizations to:

- Provide leadership development, conflict resolution skills, service learning, mentoring and support groups for youth at risk of violence and incarceration.
- Provide crisis intervention and advocacy to victim/survivors of domestic violence.
- Provide resource referrals and support to individuals returning to the community, after incarceration.
- Help defendants participate in community service and social service referral programs and meet other court requirements, to avoid incarceration.
- Recruit and mobilize community members of all ages to get involved in anti-violence social justice efforts throughout Seattle/King County.

In addition, Solid Ground will work with project sites and two AmeriCorps Team Leaders to help the JustServe AmeriCorps Members build skills for lifelong civic service, for positive social change.

**Host Site:** Solid Ground – JustServe AmeriCorps Team Leader

**Summary of Member Project:** A team of two JustServe AmeriCorps Team Leaders will help to deepen JustServe AmeriCorps Members' leadership and community service skills, by providing mentoring, coaching and support to Members and helping to coordinate the JustServe AmeriCorps team.

- \* *Team Leaders help Members to help themselves.* From helping to plan and support team meetings and trainings, to assisting individual Members with problem solving and accessing resources, Leaders help Members build skills to overcome many of the personal and project challenges that are part of a national service year.
- \* *Team Leaders help develop community among Members.* Leaders increase information sharing between Members and foster peer-to-peer learning opportunities, to help Members succeed in their projects at their sites and utilize the AmeriCorps community as a space to practice leadership and teamwork skills.
- \* *Team Leaders help develop and maintain successful community partnerships* between our different JustServe project sites, other local national service teams, and community partners at the local, state, regional, and national level.

### Description of Activities and Responsibilities:

#### A. Member Support and Development

- Build a cohesive AmeriCorps Member team in collaboration with JustServe program staff, by providing training, coaching, coordination and technical assistance to JustServe Members (working with Members on an individual basis, in small groups and as a 34-Member team).
- Assist JustServe staff in planning, designing, coordinating and implementing JustServe's Team Orientation, weekly and biweekly Member meetings and trainings, National Day of Service community service projects, overnight retreats and Member appreciation events;
- Assist JustServe staff in assessing Member development needs and creating a year-long team activities calendar to meet those needs.



JustServe AmeriCorps - a program of Solid Ground

Email: [justserve@solid-ground.org](mailto:justserve@solid-ground.org)

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- Provide support to Members through regular check-in's and site visits, including referring Members to professional development opportunities and coaching Members on community building and conflict resolution skills.
- Provide coaching to Members on how to conduct CNCS-required program evaluation tasks;
- Produce regular memos/updates/announcements for team activities and other community events that are relevant to our Members and sites;
- Coordinate Member appreciation activities/events;
- Review biweekly Member reports, quarterly site reports and Member Performance Evaluations as necessary, to stay informed about the issues that Members are facing at their site.

B. Member/Site Recruitment

- Conduct outreach at community events, career fairs and volunteer fairs to recruit potential Members;
- Respond to initial questions about the JustServe Program from potential Members;
- Assist staff in screening JustServe applicants and conducting interviews, as necessary;
- Assist with site application review and selection, working with JustServe's community advisory board.

C. Community Outreach/Collaboration

- Facilitate collaboration between JustServe site projects, and between JustServe projects and other organizations doing violence prevention and anti-poverty work;
- Actively collaborate with Solid Ground's MLK VISTA and Washington Reading Corps Team Leaders to cultivate opportunities for interaction and collaboration between Solid Ground National Service programs and Members;
- Work with Solid Ground National Service staff to plan and implement service projects for Solid Ground's Fall Make A Difference Day (September 2009), the Martin Luther King, Jr. Day of Service (January 2010) and a springtime service project during National AmeriCorps Week or National Volunteer Week (April/May 2010). We anticipate that at least one of these service projects will be all-corps events, combining Members from Solid Ground's JustServe AmeriCorps, MLK VISTA and Washington Reading Corps programs;
- Attend and participate in JustServe community advisory board meetings.
- Actively participate in Solid Ground's anti-racism work (within the AmeriCorps team, Volunteer Resources Department and agency-wide).

For more detailed information about project goals, specific tasks and activities (with timeline) please see the 2009-2010 Leader Work Plan.

**Minimum Background Requirements:**

- An interest in and commitment to providing service to the community.
- A strong desire and commitment to undo racism, classism, sexism and other forms of oppression that perpetuate violence in our community (including: ethnic or religious discrimination, ageism, sizeism homophobia/heterosexism and transphobia).
- A strong desire and commitment to work to end poverty.
- Must be a U.S. citizen, national or lawful permanent resident. (Documentation required, at AmeriCorps enrollment.)
- Must pass Washington Access to Criminal History (WATCH) background check, to work with youth under 18 or "vulnerable adults", as required under the Revised Code of Washington. (This is often referred to as the "Washington State Patrol" background check.) Applicants living outside Washington State at the time of AmeriCorps application must also pass a background check, for that state.
- Must pass the National Sex Offender Registry background check.

- The general age requirement for AmeriCorps positions is 17 years old. Specific to this Member position, the minimum age requirement is 18 years old.
- Must have high school diploma, or complete GED before the end of the AmeriCorps service year.
- *Additional minimum requirements for this Member position:* Applicants must have successfully completed at least one year of national service (with AmeriCorps\*State, AmeriCorps\*National, AmeriCorps\*NCCC, AmeriCorps\*VISTA or the Peace Corps) before applying to become Team Leader. **Please note: Individuals who have already enrolled in two terms of AmeriCorps\*State or AmeriCorps\*National are not eligible to apply for this position.** (There is a two-year limit on service in AmeriCorps\*State and National teams, and JustServe AmeriCorps is an AmeriCorps\*State team.)

### Desired Skills and Experience:

- Open to new experiences, challenges and personal growth
- Strong understanding of, and commitment to, the mission, vision and goals of AmeriCorps, Solid Ground and JustServe.
- Commitment to building and supporting community and civic engagement, service and leadership skills among people from diverse backgrounds, experiences and learning styles.
- Strong understanding/analysis of the root causes of racism, poverty and violence.
- Ability to work independently, with a partner and as a member of a team.
- Strong group facilitation and public speaking skills.
- Strong conflict resolution and active listening skills.
- Ability to organize and complete multiple tasks with minimal supervision.
- Strong initiative and follow through.
- Knowledge of, or strong interest in learning about, local anti-violence and social justice programs and social service resources—including resources to support Members in their service year.
- Former JustServe AmeriCorps Member preferred, but not required.

The JustServe AmeriCorps Program, administered by Solid Ground, provides equal employment opportunity to national service Members without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual preference or status as a veteran.

### Hours of Service:

- Minimum of 1700 hours of service, full time (an average of 40 hours/week) from September 1<sup>st</sup>, 2009 to July 31<sup>st</sup>, 2010. The Leader will generally work Monday through Friday, 9:00am to 5:30pm, or other weekday office hours if planned in advance with the JustServe Supervisor. This schedule includes a 30-minute lunch break which does not count for AmeriCorps service hours.
- The Leader position also includes the following evening and/or weekend hours: up to three CNCS National Day of Service community service projects; up to two overnight team retreats; and at least 12 evening or weekend meetings/year for JustServe Community Advisory Board, site events and other community meetings. When evening or weekend hours are worked, flex time will be provided during the same AmeriCorps timecard period—to be approved in advance by the Site Supervisor.
- All JustServe AmeriCorps Members, including the Team Leaders, participate in the week-long JustServe AmeriCorps Team Orientation at the start of September 2009. All JustServe Members, including the Team Leaders, also attend ongoing team meetings and trainings (weekly Fall 2009, biweekly January to July 2010), at least three team community service projects (Fall 2009 Make a Difference Day, January 2010 MLK Day and April 2010 National Volunteer Week) and two overnight team retreats (one in the fall and one in the spring) throughout the national service year. For a detailed list of required team activities, please see the 2009-2010 JustServe AmeriCorps Team Activities Calendar.

### Benefits:

**JustServe AmeriCorps 2009-2010 Team Leader Position Description, page 4 of 4**

- In exchange for 1700 hours of service full time (an average of 40 hours/week) over the 11-month term, the full time JustServe AmeriCorps Leader will receive a living stipend of \$1,136/month (before taxes) and a \$4,725 (taxed) post-secondary educational award on completion of year of service. Health insurance coverage is provided, if needed. Dental benefits are provided, if needed. Limited AmeriCorps\*CARES childcare benefits are provided, if income eligible and the Leader does not already receive other benefits. Approximately one book of Metro bus tickets/month are provided for Leader transportation, if needed.

**How to Apply:**

- To apply, please submit a cover letter and resume to JustServe AmeriCorps Program Supervisor Tera Oglesby, at [terao@solid-ground.org](mailto:terao@solid-ground.org). If you have any questions, please call Tera at 206/957-4779 ext. #110.

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**For a complete list of the (34) different JustServe AmeriCorps Member positions available in the 2009-2010 national service year, go to the Solid Ground website at: [www.solid-ground.org](http://www.solid-ground.org)**