



## SCI AmeriCorps – Volunteer Outreach Coordinator



The SCI AmeriCorps program connects youth with relationships, experiences and resources they need to succeed. Our Members support youth achievement through volunteer outreach and capacity building that provides leadership training and community service opportunities for youth.

**SCI AmeriCorps is currently looking for members to fill Volunteer Outreach Coordinator (VOC) positions for a 900-hour service period between January 2020 and June 2020. Since 2007, SCI AmeriCorps members have served at various host sites, who are aligned with the mission of Social Capital Inc. The VOC will develop and implement practices for effective volunteer engagement at their host sites by focusing on SCI's core values of relationship development and nurturing local social networks.**

*When you join AmeriCorps, you'll earn money towards past or future education, learn to be a leader, and gain real job skills. SCI AmeriCorps members build social capital in their communities through civic engagement opportunities, and gain valuable experience in the process.*

### **HOST SITE OPPORTUNITY – East Boston Community Soup Kitchen**

The SCI AmeriCorps member will report to the Executive Director & be responsible for:

- Weekly Meal Service (Currently on Tuesdays) – Assess and adjust variety & amount of food; Ensure all policies & procedures are followed; Interact with guests
- Preparation, Planning & Operations – Coordinate food donations, pickups, and deliveries; Document donor information; Ensure kitchen safety & food sanitation; Administrative tasks
- Volunteer coordination – Contact potential volunteers (individuals and groups); Maintain volunteer contacts; Train & manage volunteers; Design and maintain Kitchen Operations Manual

### **REQUIREMENTS**

- Commitment to service of local community members with diverse backgrounds
- Effective communication skills to conduct community outreach through marketing strategies and civic engagement
- Strong project management and organization tools
- Achieve goals within a team and independently
- Serve Full-time

### **BENEFITS**

- Earn a \$3000 federal education award on successful completion of service
- Participate in professional development training
- Paid a bi-weekly stipend
- Eligible for free health care at a no cost premium
- Receive student loan forbearance during their service commitment
- Can apply for SNAP food benefits

**To apply please send a resume and cover letter to [americorps@socialcapitalinc.org](mailto:americorps@socialcapitalinc.org).**