



Job Description

Position Title: VHCB AmeriCorps Program Director

Reports to: VHCB Director of Human Resources and Administration

Classification: Regular, Full Time, Exempt

Summary of Position:

The VHCB AmeriCorps Program Director is responsible for the leadership and on-going development of the VHCB AmeriCorps Program, which places Members at partner organizations throughout the state. The Director works closely with members and hosts (VHCB partner organizations) providing creative energy and administrative know how to assure a positive professional development experience for members, imbuing a lifelong ethic of community service while also getting things done that expand the capacity and effectiveness of our partner organizations working in housing and conservation.

The Director works closely with VHCB Management and SerVermont to secure AmeriCorps funding, ensure compliance with all AmeriCorps rules and regulations, build relationships with community partners to enact AmeriCorps Member direct services, and supervise the AmeriCorps Team. With AmeriCorps staff, the Director administers program benefits, and supports AmeriCorps members through a successful year of service. The AmeriCorps Director applies critical thinking skills to direct AmeriCorps resources toward effective grassroots oriented solutions, while maintaining a high level of host site and participant satisfaction.

Essential Functions of Position:

- Bring new insight and ideas to ensure program success and participant satisfaction
- Perform Member Support and Development in consultation with VHCB's Human Resource Director:
 - Develop and occasionally facilitate annual training curriculum; Member events and activities; and AmeriCorps Orientations
 - Provide technical assistance and on-going communication with AmeriCorps Members
 - Support AmeriCorps Members in preparing for "Life After AmeriCorps", developing skills, and building a professional network.
 - Provide conflict resolution support, mediation, investigation, and risk management as needed.
 - Provide additional AmeriCorps Member support as needed to attain the highest retention rate and level of successful program completion as possible.
- Facilitate Host Site Coordination, in consultation with VHCB staff conversant with partner organizations, including outreach and communication with potential host sites, coordinate host site application and site selection, orient new supervisors and provide ongoing support as well as conflict resolution, monitoring, and site visits.
- Effectively implement grant activities including but not limited to:
 - Produce annual AmeriCorps Grant Applications with guidance from VHCB Management.
 - Develop program practices and policies and ensure that all AmeriCorps rules, regulations, and procedures are followed.
 - Monitor member activities to ensure that members are not performing activities prohibited by AmeriCorps, the program, or SerVermont, and respond to regular compliance checks and

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monitoring requests from VHCB Finance Team, AmeriCorps and/or SerVermont, or as part of VHCB monitoring or audits.

- Coordinate the AmeriCorps Member recruitment, enrollment and exit processes.
- Measure and Report on Program Performance
- Manage member benefits, including the Living Allowance, AmeriCorps Health Care Plan, Education Award, and others. Train Members to access/use benefits, and provide ongoing support as needed.
- In concert with VHCB Finance Team, manage Program finances, including: budget development, AmeriCorps Member Payroll, process and tracking program expenses, and complete quarterly grant reimbursement forms.
- Supervise AmeriCorps staff and AmeriCorps Leader including training and support, and work with VHCB Director of Human Resources on matters of hiring, evaluation, and termination as necessary.
- Attend regular monthly AmeriCorps Program Director meetings, National Service Training events, and other events and trainings as required by SerVermont and/or AmeriCorps.
- Arrange a comprehensive Evaluation of the Program at least once every grant round.
- Participate or ensure program representation at VHCB staff committees and working groups
- Other necessary and appropriate duties as requested by VHCB Management.

Qualifications:

- Excellent verbal and written communication skills;
- Excellent interpersonal, negotiation, and conflict resolution skills ,acting with integrity, and confidentiality
- Proficiency using Microsoft Office Suite products, including Word and Excel
- Commitment to grassroots approaches to economic and social empowerment
- Commitment to equity and ability to engage and support a diverse population of participants
- Ability to be flexible, positive and open-minded is necessary;
- Must be self-motivated with demonstrated leadership skills, able to make informed decisions while also showing the ability to work collegially as part of a team.
- Ability to attend some evening and overnight events, as well as occasional travel to National Service Training Events.
- Valid Driver's License, and some travel around Vermont required to attend meetings, conduct sites visits, etc.
- Excellent organizational skills, prioritizing and managing multiple tasks
- Experience or knowledge working with federal grants
- Have not been convicted of murder, and not listed on the National Sex Offender Registry
- Participation in a National Service program desirable
- Familiarity with housing and conservation organizations in Vermont helpful

Salary & Benefits - This is a full-time (40 hr/wk) position with a starting salary range of \$67,000 - \$74,000 annually, depending upon experience. Excellent comprehensive benefit package included. Position will be located at the VHCB office in Montpelier, VT. Some remote work is possible, however on site presence in VHCB's office and occasionally at host sites and for various AmeriCorps events is also required. VHCB is an Equal Opportunity Employer. VHCB AmeriCorps welcomes all qualified applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status or creed.

To apply send **letter of interest and resume** to the attention of: jobs@vhcb.org.