

JEDC STAR Program AmeriCorps Service Position Description



Host Site: USDA Forest Service, Juneau Office

Website: <http://www.fs.usda.gov/r10>

Position Title: Volunteer Program Coordinator

Work Schedule: M-F, 9AM-5PM with some evening and weekend hours expected

Education Level: College graduate or higher

Age Requirement: 18 and older

Program Locations: Juneau

General Description: AmeriCorps member will assist with the development of the Alaska Regional Volunteer program with a focus on the Tongass and Chugach National Forest. The member will assess the current volunteer program and articulate ways to increase, sustain, and improve its capacity.

Member Duties:

- Perform a region-wide Strength/Weakness/Opportunities/Threats or SWOT analysis of current Volunteer Program delivery
- Schedule and develop key time and activities to engage volunteers
- Develop and maintain a system to recruit and document service of USFS volunteers
- Develop partnerships with organizations that will enhance the USFS ability to recruit and maintain volunteers
- Attend regular meetings with the USFS Recreation Staff
- Attend meetings of the Regional Visitor Products Cluster
- Adhere to the rules, regulations, and code of conduct as specified in the Member Service Agreement
- Will not engage in any AmeriCorps' Prohibited Activities as listed in the member Service Agreement

Program Benefits: education award upon successful completion of service

Terms: None

Service Areas: Environment, Recreation, Federal Government, and Non-Profits

Skills: Volunteer Program Development, Youth Development, Partnership Development, Conflict Resolution, Recreation Planning, Basic computer skills, strong written and verbal communication skills