



AmeriCorps
Washington

AmeriCorps Position Description

AmeriCorps Member Name:

**AmeriCorps of Chelan-Douglas
Community Action Council**
620 Lewis St.
Wenatchee, WA 98801

Kristi Hills – Program Director
kristih@cdcac.org
(509) 662-6156 ext. 246

Liz Drath- Program Coordinator
lizd@cdcac.org
(509) 662-6156 ext. 248

Together for Youth
1012 Springwater Ave
Wenatchee, WA 98801

Pete Teigen – Executive Director
pete@togethercd.org
509-662-7201

Hailey Croci –Deputy Director
hailey@togethercd.org
(509) 662-7201

Position Title: Volunteer Coordinator
Hours to be Completed: Minimum of 900 hours
Duration of Commitment: 1/6/2025 to 7/15/2025

Flexible schedule with some evenings and weekends required (1-2 Saturdays per month)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
Ending Time		5:00 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm	

***1 hour lunch break daily**

Organization/Program Description:

Together for Youth's mission is to engage & mobilize families, schools and the community to advance the health safety & success of our youth. We accomplish this by coordinating community coalitions representing a broad spectrum of service providing partners and agencies. These coalitions help guide programs, workshops, and classes for young people and their families aimed at providing upstream prevention services.

Position Description:

Volunteer coordination, program and organization outreach. Manage social media and marketing. Organize fundraising campaigns, event planning and coordination. Data entry/administration.

Together for Youth is an amazing organization that engages with schools and social service providers throughout Chelan and Douglas Counties. TFY coordinates community coalitions to identify needs and works to address those needs. The AmeriCorps member will have an opportunity to network while gaining valuable experiences working with various partners, educators, and community members.

Position serve vulnerable populations? **Yes** **No**

Position participate in capacity building? **Yes** **No**

Populations the member will directly serve:

- All school age youth and their families from Wenatchee, East Wenatchee, Waterville and other communities within Chelan and Douglas Counties

Responsibilities and Related Tasks:

- Develop a volunteer management system to include a database and/or process to follow
- Recruit volunteers
- Train volunteers
- Coordinate and manage volunteers
- Promote retention of volunteers by planning recognition events/activities
- Follow-up with volunteers
- Increase reach and/or access to services and programs by developing an outreach plan, including use of social media
- Implement outreach plan
- Organize service days to engage community members
- Support current services/programs by training to lead classes in life-skills or Second-Step
- Expand current services/programs
- Develop and introduce new services/programs

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement

- Develop or automate systems to improve organizational efficiency and effectiveness
- Develop collaborative community partnerships
- Solicit financial donations
- Solicit in-kind donations
- Research fundraising opportunities
- Write grant proposals and/or fundraising letters
- Support and coordination of events to include: fundraising, logistics, and tabling at events

Required Qualifications:

- Some college experience
- Microsoft Word (preferably Excel and PowerPoint)
- Experience in scheduling and coordinating activities

Desired Qualifications:

- College degree
- Multi-lingual (preferably Spanish and English)
- Website/database management
- Social Media experience
- Substance prevention experience

Training Requirements (provided by program):

- Microsoft Online- understand how to use Microsoft 365 online including Office Suite, SharePoint, and other programs. (Winter 2025)
- Grant management and basic accounting principles. (Winter 2025)

I have reviewed the above Position Description Form. I accept the Essential Member Functions and Responsibilities. I understand that all responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Reference Member Service Agreement for comprehensive listing, including prohibited activities.

Program Director

Date

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AmeriCorps Member

Date