Position: AmeriCorps Service Member
Campus Office: Student Life – Volunteer Center
Campus Contact: Jennifer Edens, 608-616-3486, jtedens@madisoncollege.edu
Position Type: Quarter-time (450 hours completed by August 14, 2015). Each member will receive $1,493.00 educational stipend after completion of service.

Position Description: The Madison College AmeriCorps program is a community service opportunity for currently enrolled college students to serve with local non-profit agencies. AmeriCorps members will increase capacity building for these partner organizations through three activities: 1. recruiting additional volunteers, 2. helping to improve volunteer management practices and; 3. increasing the effectiveness of community impact assessment practices.

About United Way 2-1-1: Every hour of every day, hundreds of people need essential human services - they are looking for training, employment, food pantries, help for an aging parent, addiction prevention programs, affordable housing options, support groups, and more. 2-1-1 is the service that connects people with resources that can fulfill their needs. 2-1-1 also works closely with many of the social service agencies in the area and maintains a database of over 1,500 agencies.

Applicant Requirements:
- Currently enrolled students at Madison College;
- Interest in community service;
- Desire to strengthen the community as well as building the capacity of United Way 2-1-1
- Ability to respond to 2-1-1 callers in a supportive and empathetic manner
- Interest in communicating with people of diverse backgrounds and situations
- Ability to connect with diverse types of organizations: schools, businesses, government, faith organizations, etc.
- Presentation Skills
- Ability to multi-task
- Proficiency in internet navigation and general computer skills
- Detailed oriented and organized;
- Strong communication skills;
- Willing and motivated to learn;
- Maintain and promote a positive image on campus and in the community

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<thead>
<tr>
<th>Duties and Responsibilities</th>
<th>Time Allocation</th>
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<tbody>
<tr>
<td>Staff 2-1-1 call shifts connecting callers with community resources</td>
<td>50%</td>
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<tr>
<td>Develop outreach and communications plans to recruit volunteers</td>
<td>20%</td>
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<td>Role</td>
<td>Percentage</td>
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<td>----------------------------------------------------------------------</td>
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<td>Provide volunteer support on the job</td>
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<tr>
<td>Represent United Way 2-1-1 on campus to promote volunteerism and</td>
<td>10%</td>
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<tr>
<td>recruit volunteers</td>
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<tr>
<td>Other duties as assigned by partner organization supervisor</td>
<td>10%</td>
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**Application Process:**

Please send cover letter, resume and 3 references to:

Jennifer Edens – Volunteer Center
Madison College Student Life Truax Campus Room C1420
Email: jtedens@madisoncollege.edu  Phone: 608-616-3486