



JOB OPENING AT 826MICHIGAN

Position: Volunteer Program Developer

One year appointment: 8/5/16-8/4/17

Location: Detroit

Full time

AmeriCorps VISTA member

About the Organization

826michigan is a nonprofit organization dedicated to supporting students in Ypsilanti, Detroit, and Ann Arbor, ages 6 to 18 years old with their creative and expository writing skills, and to helping teachers inspire their students to write. Our headquarters are in Ann Arbor, and we will be opening a full service site in Detroit in 2016.

826michigan's work is based on the understanding that strong writing skills are fundamental to students' future success, and that great leaps in learning can be made through one-on-one attention. We offer students unique learning opportunities by providing a combination of drop-in tutoring, field trips, after-school workshops, in-school tutoring, help for English language learners, and assistance with student publications.

Through the efforts of over 500 active volunteers, 826michigan serves 3,000+ students annually. Since opening in 2005, it has delivered free youth writing and tutoring programs to over 11,000 students total.

In addition to being a leading member of the 826 National network, an award-winning national network of youth writing centers, 826michigan is also a vital part of the local community. The Ann Arbor Book Festival honored 826michigan as a "Leader in the Literary Arts" in 2012; Crain's Detroit Business named 826michigan one of its Best-Managed Nonprofits in 2013; and 826 National was named in GOOD Magazine's "30 Places We Want to Work".

826michigan programs are completely free and open to the public, in keeping with our conviction that educational enrichment opportunities are vital for all. For more information about our programs, please visit www.826michigan.org.

About the Position

We are seeking an enthusiastic, creative, and engaged AmeriCorps VISTA member to support and develop our volunteer program, with a particular focus on expanding and diversifying our Detroit volunteer force. Under supervision of the Program Coordinators, the Volunteer Program Developer will assist with all aspects of the volunteer recruitment and retention process in Detroit, with duties including:

- On-board new volunteers with informational and training sessions
- Build relationships with local colleges and organizations to recruit new volunteers
- Update or create volunteer training manuals
- Empower exceptional volunteers to become ambassadors for 826 in their personal lives
- Work with community organizations and current volunteers from underrepresented groups to determine best practices for attracting and building a diverse volunteer corps

- Plan with Volunteer Manager to appreciate exceptional volunteers
- Outreach to current, potential, and lapsed volunteers, identifying opportunities to better match volunteers with opportunities
- Initiate a strong culture of volunteer engagement through weekly emails and personal interactions

Qualifications

- A flexible, creative spirit and a demonstrated passion for the mission, vision and values of 826michigan
- The ability to travel between 826michigan's primary office in Eastern Market and program sites throughout Detroit
- Demonstrated skill interacting with people of all ages from diverse backgrounds
- Experience in volunteer coordination, including training and retention, preferred
- Strong written and oral communication skills, including experience communicating with a variety of audiences
- Comfortable speaking in front of both large and small groups
- Proven organizational and project management skills, including a strong ability to multi-task, with a focus on being proactive and results-oriented
- Enthusiasm for writing and an ability to share that with students
- Proficient Spanish speaker a plus

About AmeriCorps VISTA

AmeriCorps VISTA (Volunteers in Service To America) members make a full-time, year-long commitment to a capacity-building program within a nonprofit or government agency serving low-income communities. In return for their service, AmeriCorps VISTA members receive a modest living allowance and health benefits during their service, and have the option of receiving an education award or post-service stipend after completing their service.

-adapted from the Corporation for National and Community Service

For more information, visit www.nationalservice.gov/programs/ameriCorps/ameriCorps-vista

HOW TO APPLY

Please apply by May 25. Send the following materials to apply@826michigan.org:

- Resume
- Detailed cover letter answering the following questions:
 - o What in particular about 826michigan interests you?
 - o What special skills do you possess that would help you in this job?
 - o Tell us one thing about you that we can't learn from your resume

826michigan prohibits discrimination or harassment on the basis of race, color, national origin, religion, sex, gender identity, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran of any person employed by or seeking employment with 826michigan. 826michigan is an equal opportunity employer. It is also our policy, when an employee is eligible for benefits, to provide the opportunity to purchase benefits for spouses, children, and domestic partners.