

Literacy Volunteers of Illinois, Inc.

Position Description

Title: Member Coordinator, VOCAL AmeriCorps

Agency

The Literacy Volunteers of Illinois (LVI) is a statewide organization committed to developing and supporting volunteer literacy programs that help families, adults and out-of-school teens increase their literary skill.

Background

VOCAL - the **V**olunteer **O**utreach for **C**ommunity **A**ction in **L**iteracy - is an AmeriCorps program funded by the Illinois Commission on Volunteerism and Community Service (Serve Illinois) through funding from the Corporation for National and Community Service. The goal of the VOCAL program is to assist community and faith-based agencies in providing literacy services to those in need within their communities through a mix of full and part-time AmeriCorps members and community volunteers.

Function

Under the supervision and direction of the Executive Director or designee has responsibility for the member recruitment, placement and engagement activities of the VOCAL program.

Representative Duties

- Conduct recruitment activities for AmeriCorps members;
- Interview candidates and assist with placement of members at host sites;
- Serve as the point person for members, especially on issues related to the Member Code;
- Maintain member files and ensure that all required information has been provided;
- Coordinate all activities relating to the quarterly member meetings and the monthly training sessions (notice, handouts, refreshments);
- Assist with the planning of member training and development activities;
- Conduct site visits to members;
- Serve as the second point of contact for staff of Serve Illinois;
- Participate in conference calls with host sites and other program planning meetings, as requested or required;
- Assist with grant writing, report writing and data collection, as requested or required;
- Serve as a representative of LVI as requested, at coalition meetings and those called by organizations associated with the VOCAL AmeriCorps program;
- Provide written reports on all meetings attended;
- Assist as needed in communication with host sites;
- Contribute articles to and assist with the publication of VOCAL News;
- Assist as needed with administrative and capacity-building activities of LVI;
- Provide monthly reports on activities conducted; and
- Perform other duties as assigned

Qualifications

A good understanding of volunteerism and a commitment to the philosophy, mission and work of the Literacy Volunteers of Illinois. A bachelor's degree in human services, education or related field, preferred; one to two years of workforce experience in a related area; volunteer experience; good interpersonal and writing skills; and, an ability to relate to people of different socio-economic backgrounds, cultures and age groups.

This is a hybrid position that requires time in LVI's west loop office as well as virtual work.

Send resume along with a letter of interest to lvi@lvillinois.org

01/2021