

A. MEMBER POSITION DESCRIPTION

COMMUNITY ENGAGEMENT COORDINATOR

Member Name:
Program Name: Iowa Community Corps
Service Location: Iowa Public Health Association

Start & End Dates:
Member Term: Reduced Half Time
Living Allowance: \$8,201

Connection to Purpose and Goals of AmeriCorps Program: The Iowa Community Corps AmeriCorps program helps build strong communities by responding to public health needs through food security and resource navigation efforts. Iowa Community Corps members support community-based organizations by improving the capacity, quality, and cultural competency of the services they provide. Iowa Community Corps members also build human infrastructure for organizations through volunteer and community engagement. Lastly, Iowa Community Corps members receive training and professional development to help build a strong workforce of Community Health Workers in Iowa.

Iowa Public Health Association (IPHA) sponsors the Iowa Immunizes Coalition (IAIM), which is the statewide immunization coalition dedicated to maintaining Iowa's high immunization rates through education, advocacy, and community outreach. At this time, IPHA does not have a staff member dedicated to direct outreach or volunteer management. The goal of this AmeriCorps position is to launch and manage a volunteer and outreach program for IPHA/IAIM. The Member's service will include coordinating and implementing the volunteer program, managing volunteer recruitment and day-of-logistics events attended by IPHA/IAIM, developing volunteer trainings, organizing IPHA/IAIM sponsored community events, creating educational materials for outreach events, expanding digital presence and volunteer recruitment by collecting 1st person volunteer stories, and coordinating the planning committee of a statewide immunization summit.

Description of anticipated service schedule: Description of anticipated service schedule: Member will serve an anticipated 21 hours per week over 36 weeks. Member will serve between 8:30am-4:30pm, Monday thru Friday. Member may serve other days and time as needed and agreed upon.

Member may not serve hours on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. This includes checking emails, self-directed training, or teleservice. Specific service may be allowed if the program or host site has a planned event and prior approval is received from Volunteer Iowa.

Sick or personal days are allowed, but member loses possible days to earn the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

Iowa Community Corps - Related Service Activities:

- Attend program orientation and monthly training/check-ins with AmeriCorps Program Planner
- Complete the Community Health Worker Professional Training Program
- Submit monthly progress report to ensure Community Health Worker Professional Skills program completion
- Submit mid and final term evaluation reports
- Submit timesheets within three days of the end of the pay period
- By the end of your term, create a sustainability plan that summarizes your capacity building activities and lays out a plan to sustain them after your exit from the program.

Position/Site Specific Member Service Activities:

- Train with Host Site Supervisor to develop a systems level understanding of health equity and public health strategy and infrastructure
- Build capacity for the Iowa Immunizes Coalition volunteer program. Volunteers recruited and/or managed by AmeriCorps members will not participate in prohibited activities as outlined in the approved grant.
 - Develop volunteer orientation and safety training materials within first two months of service

- Establish volunteer recruitment strategies and procedures, and sign-up process for new volunteers
- Implement volunteer orientation and safety trainings with new volunteers
- Recruit a goal of 15 volunteers for IPHA community events
- Supervise and support volunteers during IPHA community events, including the statewide Immunization Summit
- Gather at least five 1st person testimonials with volunteers and community members to assist in recruitment of volunteers
- Collaborate with IPHA staff to develop an evaluation process to support volunteer satisfaction and retention. Implement evaluation process by end of service term to ensure program sustainability.
- Expand IPHA/IAIM community outreach program
 - Collaborate with Coalition members to identify a minimum of 6 community events to attend
 - Identify the necessary supplies for tabling each event
 - Develop outreach materials for community events directed at the public including but not limited to: fact sheets, info sheets on where/how to get vaccinated, etc
 - Develop and train volunteers on key talking points for community events
- Establish and coordinate statewide Immunization Summit planning committee
 - Establish summit conference committee made up of IAIM Coalition members
 - Manage regular meetings including organizing meetings and taking notes
 - Assign roles and responsibilities to committee members
 - Provide monthly minutes and progress reports to IAIM Coalition members
- Members may engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design, and which will help the Program meet its goals. Under no circumstances will members be asked to perform prohibited activities.

Desired Skills/Qualifications:

- Knowledge of Microsoft Office and Google suite, basic social media skills
- Ability to lift 50lbs
- Access to reliable transportation
- Commitment to the principles of public health, including vaccination

Eligibility Criteria:

- Be 18 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check prior to first day of service
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident
- Certify that they have or will obtain the diploma/GED

Benefits:

- Education Award received upon successful completion of their term of service.
- Living Allowance
- Community Health Worker Certification upon successful completion of Community Health Worker Professional Skills Training Program
- Student loan forbearance and interest payments for eligible loans

Performance Evaluation & Reporting Requirements:

- Two Member Performance Evaluation requirements during the term
- Regular submission of member timesheets
- Submission of Sustainability Plan

AMERICORPS PROGRAM CONTACT INFORMATION & SIGNATURES

Program Contact Name: _____
Mailing Address: _____
Email & Phone Number: _____

Member Signature

Program Representative Signature

Date

Date