



AMERICORPS

Corporation for
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SERVICE

POINTS OF LIGHT



FRONTLINE FAMILIES

AmeriCorps Member Position Description

NAME AND LOCATION OF SITE: DuPage County/Giving DuPage – 421 N. County Farm Road, Wheaton, IL. 60187

TITLE: FRONTLINE FAMILIES CORPS MEMBER

REPORTS TO: Shefali Trivedi

TERM OF SERVICE: Full-Time (11 months) November 2, 2016 - October 2, 2017

Half-Time (9 months) November 2, 2016 – August 2, 2017

ANTICIPATED SERVICE SCHEDULE:

- Full-time members will serve 1700 hours over the term of service, averaging 37.5 hours per week, which may include some evening and weekend hours
- Half-time members will serve 900 hours over the term of service, averaging 29 hours per week, which may include some evening and weekend hours

SITE DESCRIPTION: Giving DuPage is a 501c3 nonprofit organization, operating as a volunteer center, with a mission to promote giving and volunteering in DuPage County. Our role is to connect volunteers and donors with all the local opportunities to give back and serve our local community. We actively promote voluntarism through our online volunteer portal, a site that shares 600+ local volunteer needs and connected over 1,000 volunteers to 300 DuPage nonprofit organizations in 2015. Giving DuPage also organizes days of service as a way to mobilize volunteers to meet community needs and for large events & initiatives.

Giving DuPage operates as a public/private partner of DuPage County and our office is located at the County government complex.

POSITION SUMMARY:

Frontline Families, an AmeriCorps program implemented by Points of Light, engages service members, veterans and their families in volunteer leader training. Frontline Families is a military and veteran reintegration program that inspires MilVet Families to serve on the frontline of their communities to address the most pressing challenges in our country. Frontline Families Corps members will serve either 11 or 9-month terms beginning in November 2016. Frontline Families Corps Members will train MilVet Families as volunteer leaders and conduct community service projects to:



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- 1) ***Address pressing community needs*** - Volunteers change the world by taking action on the causes that plague us globally. Through the Frontline Families program, MilVet Families will identify the needs of the local community and through develop innovative service-related activities to address these needs.
- 2) ***Strengthen local communities*** – Recruiting and maintaining volunteer leaders is essential for non-profit organizations to build capacity to meet program goals and solve community problems. This program will build a volunteer pipeline of diverse, talented, and skilled individuals who already have a commitment to service and are now trained to serve in a volunteer leadership role for the organization.
- 3) ***Support the successful reintegration of MilVet Families*** - Reintegration is a process that currently requires an extensive amount of time and effort; our program will serve as a bridge that will lessen this burden by connecting the military with the community through civic engagement, improving the physical and mental well-being of the MilVet population through social and physical activities.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Recruit MilVet Families to participate in Volunteer Leadership Training
- Train MilVet Families as volunteer leaders through three quarterly cycles
- Design and develop volunteer projects with MilVet Families
- Provide support for Giving DuPage programs, initiatives and events – such as Volapalooza, DuPage Human Race and training workshops
- Learn how to use the Giving DuPage volunteer portal and utilize it as a resource for planning Days of Service
- Track, measure & communicate program outcomes for the frontline families AmeriCorps program, as well as ongoing Giving DuPage programs
- Conduct outreach presentations to key constituent groups about Giving DuPage
- Perform other duties as assigned

BENEFITS:



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- Opportunity to make a difference in a community
- Opportunity to register with AmeriCorps Alums (www.americorpsalums.org)
- Three-day Corps Training Institute in Atlanta, GA
- Opportunity to participate in Points of Light virtual webinars and conference calls
- Networking opportunities with fellow corps members across the country
- Onsite training and professional development
- Living allowance of \$13,000 (11 month) and \$6,500 (9 month) over term of service
- An AmeriCorps Education Award upon successful completion of service
- Health benefits and child care assistance if qualified

ELIGIBILITY REQUIREMENTS

Applicants must:

- Be a U.S. citizen or legal permanent resident
- Have a college degree or attended some college, have a high school diploma, or GED
- Have served no more than two terms in an AmeriCorps state or national program*
- Agree to a criminal background check
- Participate in the Corps Training Institute in Atlanta, GA on November 2, 2016
- Be able to begin service on November 2, 2016

Previous experiences with service, training, or leadership development strengthen candidacy.

* Individuals may receive no more than the value of two full time education awards. If you have received the equivalent of more than one full time education award, you are eligible to serve and receive a discounted award.

HOW TO APPLY:

Interested applicants can email a cover letter and resume to givingdupage@dupageco.org or can drop off in person at:

Giving DuPage
DuPage County Administration building – 2nd floor
421 N. County Farm Road
Wheaton, IL. 60187

For more information, please contact Shefali Trivedi – givingdupage@dupageco.org or call 630.407.6458.