



Personnel Office  
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August 20, 2010

**TO:** Current City Employees  
**FROM:** City of Dubuque Personnel Office  
**SUBJECT:** Job Opportunity

### AMERICORPS PROGRAM DIRECTOR

**DEPARTMENT:** Leisure Services

**ANNUAL SALARY:** \$42,450

**GENERAL STATEMENT OF DUTIES:** Performs responsible, professional and supervisory work in managing the activities of the Partners in Learning AmeriCorps program; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The successful candidate will be responsible for managing, administering and planning the Partners in Learning AmeriCorps program. Although the work is performed in accordance with established standards and policies, the employee in this class must exercise individual initiative and professional judgment and discretion. The employee in this position reports to the Leisure Services Manager who reviews the work through observation, reports and results achieved.

#### **EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

**ESSENTIAL:** Through college fairs, publicity, marketing, speaking engagements, and public education, recruits, interviews and selects volunteers to fill AmeriCorps positions; plans and conducts new volunteer training and orientation; coordinates and facilitates monthly, ongoing and needs-based volunteer training; maintains records for volunteers such as W4s, references, background checks, loan deferments, health insurance applications and child-care subsidies; oversees the collection of data from volunteers, schools, and site supervisors for input in OnCorps and Iowa Grants to perform quarterly and yearend outcome reports; documents discipline and other volunteer-related issues; visits sites to maintain visibility and contact; conducts mid-term and exit interviews; develops volunteer and site supervisor handbooks and updates policies and procedures; attends training and Director's meetings to keep informed on the rights and responsibilities of inclusion and disability policies; coordinates and participates in community service opportunities for volunteers (October Make a Difference Day, MLK Day, April National Volunteer Day); attends meetings, conferences and in-services with other community partners as needed; cultivates sustainability by fundraising and grant writing; prepares reports and correspondence relating to each phase of the work assigned; supervises, assigns and

reviews the work of technical and clerical staff.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**ESSENTIAL:** Knowledge of the mission and objectives of AmeriCorps, the Corporation for National and Community Service and the Iowa Commission on Volunteer Service.; knowledge of state and federal grant programs and grant application processes; knowledge of the various community programs relating to grant goals; knowledge of research methodology and standard statistical procedures; ability to plan, organize and carry out community service projects effectively; ability to plan, organize, present and promote outreach and education programs; ability to maintain accurate and confidential records; ability to plan, assign, supervise and coordinate the activities of volunteers; ability to determine long-range needs and to plan and organize work for the accomplishment of objectives; ability to establish and maintain effective working relationships with partners in the community, City of Dubuque staff, community leaders and the general public; ability to interpret federal and state program regulations; ability to enter data in a timely manner into various websites as required by the state for grant reporting; ability to present and speak effectively in oral and written form; ability to make decisions, recognizing established practices and to use resourcefulness and tact in solving problems; a demonstrated ability to follow a management style that is input-oriented and values problem solving and development of partnerships; demonstrated ability to work effectively as a member of a team; and a desire to be part of an organization that values service, people, integrity, responsibility, innovation and team work.

**ACCEPTABLE EXPERIENCE AND TRAINING:** The successful candidate will possess professional experience in the human services field or volunteer sector and a Bachelor's Degree from an accredited college or university with major course work in psychology, social work, counseling, human resources or related field; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:** Possession of or ability to obtain and maintain an Iowa drivers license.

**APPLICATION:** Please submit an application to Randy Peck, Personnel Manager, City Hall, 50 West 13<sup>th</sup> Street, Dubuque, Iowa 52001-4864 by September 10, 2010. The Personnel Office may be contacted at (563) 589-4125 or [citypers@cityofdubuque.org](mailto:citypers@cityofdubuque.org). The employment application, benefit summary and job description are available at [www.cityofdubuque.org](http://www.cityofdubuque.org). Women, minorities and qualified persons with disabilities are encouraged to apply.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**