



**AmeriCorps Assistant Program Coordinator** (Full-Time 12-month commitment to perform 1700 hours)

### Responsibilities

- Assist with AmeriCorps and Kankakee County State's Attorney's **JUMP** Juvenile Mentoring Program development
- Work directly with AmeriCorps and **JUMP** Program Personnel and other Program Partners
- Marketing of AmeriCorps and **JUMP** Program
- Recruitment of AmeriCorps members and JUMP Program mentors
- Weekly supervision with AmeriCorps Program Director
- Participate in monthly AmeriCorps Program Director calls
- Attend meetings as scheduled with AmeriCorps and **JUMP** Program Personnel and other Program Partners
- Assist with development of and participate in AmeriCorps Days of Service Events
- Attend fundraisers and events
- Process AmeriCorps member applications
- Responsible for AmeriCorps member background checks
- Assist with development and deliverance of AmeriCorps member orientation training
- Develop data collection for AmeriCorps program performance measures
- Assist with completion of required AmeriCorps Program Progress Reports
- Assist with monthly budget and fiscal reporting requirements
- Assist with development of program evaluation process
- Other duties as assigned

### AmeriCorps Member Requirements

- Provide 3 character references
- Thorough criminal background and child abuse records check
- Provide evidence of auto insurance
- U.S. citizen or permanent resident: necessary documentation to demonstrate that by enrollment date
- Social security card by enrollment
- High school diploma or GED. If not, agree to get one before the end of service

## Attend required trainings and participate in AmeriCorps events

- AmeriCorps Orientation Training
- Complete required AmeriCorps eCourse trainings
- 3 days of service (MLK Day, Veterans Day, AmeriCorps Week)
- Regional Training Conference
- National Service Opening Day in Springfield

## AmeriCorps Member Benefits

- Living Allowance- Full-time (1700 hours): \$17,000
- Education Award- Full-time (1700 hours): \$6,095.00
- Loan Forbearance
  - AmeriCorps Members who are earning a Segal AmeriCorps Education Award are uniquely eligible for one type of postponement of the repayment of their qualified student loan called forbearance
  - If a Member successfully completes their term of service and earns an Education Award, the National Service Trust will pay all or a portion of the interest that has accrued on the qualified student loans during this period
- Child Care Benefit Program available to active, full-time members if qualify
  - The AmeriCorps Child Care Benefit Program is available for qualified, active full-time AmeriCorps Members who need the benefit to serve
  - Child care benefits are paid to qualified child care providers for all or a part of the Member's child care costs during their active time of service with AmeriCorps.
- Health Care Coverage available to active, full-time members if qualify
  - Healthcare insurance is available to those members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the member begins his/her term of service

## Qualifications

- Ability to work independently as well as in a group setting
- Have basic computer and internet skills, including proficiency in Microsoft Word and Excel
- Strong communication skills, verbal and writing
- Demonstrate professionalism and courtesy
- Excellent time management skills
- Able to multi-task with solid planning, detail and organizational skills
- Effective problem solver
- Pass Federal and State background checks

To apply for this position, please visit <https://my.americorps.gov>.

