



AmeriCorps

Wisconsin 4-H Expanding Access
AmeriCorps Position Description
Half Time Member
2023-2024

To Apply: Send a resume and cover letter to: marie.witzel@wisc.edu or Extension Dodge County 127 E Oak St, Juneau, WI 53039 by November 15, 2023.

Member Service Site Location (address):
127 E Oak St
Juneau, WI 53039

Description

Position Purpose: Wisconsin 4-H AmeriCorps programs aims to increase capacity of youth serving organizations in counties throughout Wisconsin. The members will work directly with community partnership in youth serving organizations to discover opportunities to grow capacity and reach new young people or develop new youth programming. Member will be located primarily at Extension Dodge County, but may travel around the county. Member returns to their private residence each night and will serve on projects in and around Dodge County, Wisconsin.

Full Time Member Benefits: Make a difference in the community, be part of a dedicated service team, build your resume and get things done! In addition, members receive:

- Opportunity for student loan forbearance
- Living stipend (paid bi-weekly): \$10,000 over term of service
- AmeriCorps Education Award at the completion of successful term of service: \$3,447.50

Criminal History Check: As this is a covered position, a Criminal History Check will be performed. NSOPW, UW-Madison, FBI/Fingerprinting, and State(s) Criminal History Checks will be conducted and position is contingent upon a review of those results. The member will have the opportunity to review any results.

Time Requirements: Hours are typically M-F 8am-4:30 pm and are flexible. Half time members are required to serve 900 hours over the term of service. Service hours for Dodge County may include possible overnights and planned weekend days. Approximately 28 hours per week.

Lunch Break: 30 minutes daily, with flexibility based on the day’s start time. Lunch break does not count towards education award hours and will be noted as such on timesheets.

Travel: Travel for Members is required, but is limited to the local area and possible overnight stays

Formal Training: Members will undergo AmeriCorps Orientation (timekeeping training, member prohibited activities, how to use your Education Award), Wisconsin 4-H Orientation, Conflict Resolution, Safety, First Aid/CPR, and other throughout the year.

Other possible options for Member training include:

- Plain Language
- Youth Mental Health
- First Aid Certification
- Question, Persuade, Refer Training
- Diversity, Equity, and Inclusion

Total training will not exceed 20% of total term hours.

A. Tasks and Responsibilities

Tasks and responsibilities may include some or all of the following service activities. Tasks and responsibilities will not include any of the listed AmeriCorps Prohibited Activities and will follow all requirements outlined in the non-displacement/non-duplication regulations listed in the Member Service Agreement. Members will be supported and mentored by headquarters staff and project partners throughout their term of service.

- Members will work with community organizations/associations on a 5 step capacity building process:
 1. Introductory Meeting
 2. Completion of an initial organizational assessment (pre-evaluation)
 3. Creation of new youth programming within the organization
 4. Recruitment and training of volunteers
 5. Completion of a final assessment (post-evaluation)
- Abide by all Wisconsin 4-H, UW Madison & AmeriCorps policies and procedures.

B. Qualifications

- Must be able to commit to the full term of service.
- Passionate about youth development.
- Understanding of or willingness to learn about the community organizations and Wisconsin 4-H.
- Proficient communication skills.
- Upon hire, all WI 4-H AmeriCorps Members must consent to a Criminal History Check. Service will be considered probationary until all results are returned and have been reviewed.

C. Performance Requirements

- Maintains professional working relationships with peers, co-workers, vendors, and the public that are inclusive, collaborative, and respectful
- Willing to accept responsibility in a dependable and flexible fashion
- Ready to take initiative in doing assigned work without prompting and seeks out other tasks that help the team accomplish their collective goals
- Accepts supervisory authority and maintains professional workplace conduct
- Completes work assignments in a safe, professional, and efficient manner
- Works hard with a positive mental attitude, in all weather and terrain conditions

D. Equipment

- Ability/willingness to use computer, including Microsoft office

E. Minimum Eligibility requirements for an AmeriCorps participant

- Documentation proving status as US Citizen, US National, or US Lawful Permanent Resident Alien.
- Proof of eligibility to work in the US.
- Be at least 18 years of age at the commencement of service; or
- Have a high school diploma or its equivalent; or
 - Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
 - Obtain a waiver from the Corporation of the requirements in paragraphs §2522.200 (a)(2)(i) and §2522.200 (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
 - Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

F. Evaluation

- Mid term and final member evaluations will be completed. Members will receive regular weekly support and coaching to better ensure success.

G. Reporting

- Members are responsible for meeting the following reporting requirements in a timely manner:
 - Submitting bi-weekly timesheet
 - Tracking project data and other relevant project metrics

Supervisor Contact Information

Name: Marie Witzel

Job Title: Positive Youth Development

Phone: 920-386-3790

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AmeriCorps Program Director Contact Information

Name: Melinda Pollen

Job Title: Wisconsin 4-H AmeriCorps Manager

Phone: 920-391-4613

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