



## **Organization: Washington Association of Child Advocate Programs**

### **Service Title: AmeriCorps Volunteer Recruitment Specialist**

#### **About**

The Washington Association of Child Advocate Programs (WACAP) began the statewide AmeriCorps initiative to help increase the number of volunteer child advocates available for children in the dependency system. Volunteer advocates ensure that children spend the least amount of time in out-of-home care and see better outcomes including reunification with a parent or placement with a relative.

#### **Responsibilities**

The Volunteer Recruitment Specialist plays a critical role in ensuring the 8,000 children in the dependency system have a volunteer advocate to represent them in court. In this position, you will work within a local community to recruit and support new volunteers who are interested in advocating for children in need. You will collaborate with your host site program and other AmeriCorps Members throughout Washington to complete volunteer recruitment projects. High-level customer service and communication skills are essential to effectively communicate the mission, values, and goals of the organization to the public.

#### **Key responsibilities**

- **Community Outreach:** Lead outreach efforts by researching and attending various community events to promote volunteerism such as county fairs, community days, farmer's markets, speaking engagements, etc.
- **Marketing:** Collaborate with Host Site and fellow AmeriCorps members to develop a marketing strategy aimed at engaging a diverse pool of volunteers.
- **Data Tracking:** Maintain accurate records of recruitment activities and outcomes. Track and report on volunteer engagement efforts. Develop and collect follow-up surveys to improve the program and volunteer experience.
- **Relationship Building:** Cultivate and strengthen relationships with local universities, corporations, and community organizations to foster volunteer recruitment.
- **Volunteer support:** Additional volunteer engagement and retention responsibilities may be assigned by the Host Site and may include:
  - Assist volunteers with registration, orientation and on-going training activities.
  - Conduct check-ins and help volunteers prepare for core training requirements (i.e. fingerprinting, reference checks, and gathering and distributing training materials).

## **General Duties**

- Attend regular meetings with the Host Site and AmeriCorps Project Coordinator.
- Attend scheduled training and service projects.
- Work collaboratively with other AmeriCorps members on various projects.

## **Qualifications**

- Some college preferred or equivalent experience/training.
- Strong written and oral communication skills, bi-lingual ability a plus.
- Strong organizational skills including multi-tasking, prioritizing, planning, and time management.
- Familiarity with or experience in the foster care/dependency system.
- Outgoing with a desire and ability to work with diverse groups of people.
- Motivated, adaptable, and capable of working independently.
- Familiarity with Microsoft Office Suite and Google Workspace Applications.

## **Physical and Other Requirements**

- Ability to sit and work on a computer for extended periods including typing, data entry, and online research.
- Travel within Washington state may be required for meetings, training, and events.
- Occasional evening and weekend work as needed.
- This position may require attendance in the office or hybrid work as requested by the host site.

## **Hours**

Full-time and part-time positions are available, typically between 8 AM - 4:30 PM Monday - Friday, for 10 months.

## **Program Eligibility and Requirements**

To be eligible to participate as an AmeriCorps member, the candidate must meet all eligibility requirements to serve as a National Service participant, including but not limited to:

- Posses a high school diploma, GED certificate, or agree to achieve GED during the term of service.
- Be at least 20 years of age at the commencement of service.
- Have unexpired proof of status as a US citizen or possess permanent resident status and provide documentation as determined by AmeriCorps.
- Commitment to serve for the entire term, October 2024 - August 2025.
- Pass a National Service Criminal History Search Requirement.
  - Note: A criminal record does not automatically disqualify a candidate unless they are on the National Sex Offender Public Website or have been convicted of First Degree Murder. Consent for background checks is required upon accepting the position.

## **Program Benefits**

- **Living Stipend:** \$16,500.00 - \$32,600.00 for full-time members; \$8,250.00 - \$16,300.00 for part-time members, split over 10 months.

- **Health Insurance:** Provided for full-time members only.
- **Education Award:** Up to \$7,395.00 for full-time members; up to \$3,697.50 for part-time members. [Learn more.](#)
- **Child Care Assistance:** Available for full-time members only.
- **Loan Forbearance:** For qualified student loans during the service term.
- **Student Loan Interest Payment:** Payment of interest on qualified student loans accrued during the service term, paid upon successful completion.
- **Public Service Loan Forgiveness:** Serving full-time qualifies as “employment” towards the program. [Learn more.](#)
- **Counseling and Support Services:** 24/7 access.
- **Professional Development Training:** Opportunities for skill enhancement.
- **Career Introduction:** Exposure to the child welfare field and professional networking opportunities.

## How to Apply

We are currently looking for prospective AmeriCorps members to join us for our 2024 to 2025 term! The term will start on **October 1, 2024 and end August 31, 2025. We currently have positions open statewide.** If you are interested in applying please navigate to our website at <https://wachildadvocates.org/ameri-corps/> to complete the application form or send an email to [anna@wachildadvocates.org](mailto:anna@wachildadvocates.org) to request a link to the form. We look forward to hearing from you!