



# AMERICORPS

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SERVICE

POINTS OF LIGHT



## Ready Corps AmeriCorps Member Position Description

**NAME AND LOCATION OF SITE:** LONGMONT OFFICE OF EMERGENCY MANAGEMENT  
LONGMONT, CO

**TITLE:** Ready Corps Member **TERM OF SERVICE:** October 2016-August 2017 (10 Mths)

**REPORTS TO:** Emergency Manager **DEADLINE TO APPLY:** October 3, 2016 – 12pm MST

**ANTICIPATED SERVICE SCHEDULE:** Each member will serve 1700 hours over the term of service, averaging 40 hours per week, which includes some evening and weekend hours

**SITE DESCRIPTION:** The City of Longmont is conveniently located in the Front Range of Colorado, right off of Interstate Highway 25. With eye catching views of the Rockies to the west, and plentiful plains to the east Longmont is quickly becoming a desired living and work destination. It is located just 20 minutes from Boulder, and 45 minutes to Denver or Fort Collins.

### **POSITION SUMMARY**

Ready Corps, an AmeriCorps program implemented by Points of Light, creates disaster resilient communities by increasing preparedness of individuals and families through volunteer engagement. Ready Corps members will serve 10-month terms beginning in October 2016. Ready Corps members will provide direct service and train volunteer leaders to recruit and educate teams of volunteers to:

- 1) *Improve preparedness of individuals and families*** through local collaborative volunteer projects, service events, and trainings resulting in personal preparedness plans.
- 2) *Expand Local Preparedness Networks*** and community capacity to respond to disasters by strengthening partnership networks while building a corps of trained volunteer leaders with specific focus on managing unaffiliated volunteers in emergency situations.
- 3) *Support long-term recovery and sustainability*** by increasing organizational capacity to help individuals and families prepare and, in the case of disaster, more easily respond and recover from current events.

### **MAJOR RESPONSIBILITIES AND RELATED TASKS**

- **Design and develop volunteer projects** such as neighborhood canvassing to provide literature to and promote general awareness of disasters, managing donation drives to collect and distribute items for personal or family preparedness kits for vulnerable populations, and developing individualized preparedness plans with individuals, families and youth
  - **Organize and manage large scale Days of Service** such as National Preparedness Month Fair, September 11 Day of Service, Hurricane Blow Out Days, Kit Building Party Days, and Winter Weather Parties
  - **Conduct and facilitate participation in trainings** such as the Citizen Corps' Community Emergency Response Team training, Points of Light's Disaster Resistant Communities Group training, Points of Light's Spontaneous Volunteer Management
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in Times of Disaster training, and Volunteer Arlington's Volunteer Emergency Support Team training

- **PERFORM OTHER DUTIES AS REQUIRED**

### **BENEFITS**

- Opportunity to make a difference in a community
- Living allowance of up to \$12,100 over 10 month term of service, paid bi-weekly
- An AmeriCorps Education Award (\$5,775) upon successful completion of service
- Corporation for Community and National Service approved Health benefits and child care assistance if qualified
- Opportunity to register with AmeriCorps Alums ([www.americorpsalums.org](http://www.americorpsalums.org))
- Three-day Ready Corps Training in Atlanta, GA, to be held at the end of October 2016
- 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

\* 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 prorated award.

### **ELIGIBILITY REQUIREMENTS**

Ready Corps members are as diverse a group as the communities they serve.

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 and drug screen
- Be able to begin service in October 2016
- Be available to travel to Atlanta, GA and participate in the Ready Corps Training for the last week of October 2016 (paid for by program)
- Be available for interview process during the week of October 10, 2016

Preferred Qualifications:

- Bilingual in Spanish & English (fluent in oral and written communications)
- College study/degree in Emergency Management, Disaster Sciences, Organizational Leadership or Public Administration
- FEMA Independent Study Certificate 100, 200, 700, 800, 317 & 909
- Experience working with and managing volunteers
- Previous experiences with service, training, or leadership development

### **HOW TO APPLY & QUESTIONS:**

1. Download and complete the [application](#) (located at <http://bit.ly/2cNMEoC>)
  2. Send your Application, Cover Letter, Resume and References or Questions to [oen@longmontcolorado.gov](mailto:oen@longmontcolorado.gov); please ensure to make the email subject line "(YOUR NAME) – 16 AC POL"
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