



**AmeriCorps Member  
Service Opportunity  
Part-Time Position  
900 hours in 10 months**



Springfield Preservation and Revitalization Council, Inc. and Local Initiatives Support Corporation are seeking a half-time AmeriCorps member to serve as a Community Engagement Coordinator. The candidate will ideally begin service on October 1, 2016 and serve a minimum of 900 hours through the end of his/her term on July 31, 2017.

**ORGANIZATION BACKGROUNDS**

Springfield Preservation and Revitalization Council, Inc. (“SPAR”) was formed in 1974 to provide leadership to the residents of Springfield, a National Historic District in Jacksonville, Florida, to revitalize, preserve, and restore the community through programs focused on historic preservation; quality of life; community engagement; commercial corridor revitalization; and civic advocacy.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

SPAR relies on community volunteers to expand the capacity of our organization to implement diverse programs designed to improve quality of life in the Springfield Historic District. The Community Engagement Coordinator will advance SPAR’s work to engage and activate these volunteers. The Coordinator will help design, build and implement several volunteer engagement programs.

ESSENTIAL FUNCTIONS of the position include:

- Collaborate with staff and volunteer leaders to plan and implement volunteer program.
- Create stewardship activities that address needs and schedules of racially and economically diverse individuals and families.
- Conduct outreach activities to engage diverse individuals and organizations in activities.
- Collaborate with staff to refine and expand our volunteer programs to engage more residents in historic preservation and commercial corridor programs.
- Develop deeper community partnerships to support these programs.
- Design and implement a strategic volunteer recruitment plan.
- Serve closely with staff to recognize volunteer participants.
- Track data and evaluate programs.
- Complete and submit paperwork and reports in a timely manner.

**CAREER DEVELOPMENT AND SERVICE REQUIREMENTS**

Members perform day to day service at SPAR and are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- Attending all locally sponsored monthly meetings;

**MEMBER INITIALS & DATE:** \_\_\_\_\_

**LISC PD APPROVAL:**

**SMR Approved**

- Participating in nationally sponsored webinars;
- Actively participating in at least two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office.

This is an AmeriCorps position. LISC and SPAR will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

### **DESIRED SKILLS**

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

### **PROGRAM ELIGIBILITY REQUIREMENTS**

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

- Be eligible to earn 100% of a part-time education award
- Be eligible to perform a term of national service
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 10 month period of time
- Be able to complete at least 900 hours of service within the 10 months of service as well as perform the full term of the service

### **NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of First Degree Murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application.

### **PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a \$2,887.50 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$8,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is highly encouraged.

### **HOW TO APPLY:**

Please submit your resume via electronic mail (preferred) or regular mail with a cover letter to:

Christina Parrish  
 Executive Director  
 Springfield Preservation and Revitalization Council, Inc.  
 1321 North Main Street  
 Jacksonville, Florida 32206  
 executivedirector@sparcouncil.org

*We promote equal opportunity in selecting AmeriCorps members.  
 We are committed to diversity and inclusion in the selection process.*