



**AmeriCorps Member  
Service Opportunity  
Quarter-Time Position  
450 hours**



United Way of Greater Toledo and Local Initiatives Support Corporation are seeking a Quarter Time member to serve as a Community Engagement Assistant. The candidate will ideally begin service on October 1, 2016 and serve a minimum of 450 hours through the end of his/her term on July 31, 2017.

**ORGANIZATION BACKGROUNDS**

United Way of Greater Toledo is a collaboration of community volunteers, health and human-service providers and donors throughout Lucas, Wood and Ottawa counties who are committed to changing lives. We work together to solve issues no single donor, charity or government agency can address alone. Over the past several years, United Way convened stakeholders from throughout the region to identify areas of great community need and developed LIVE UNITED 2020 five year community wide goals. Strategies have been identified in the intertwined focus areas of Education, Income, and Health that we must collectively focus on to achieve these goals.

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**

The member will assist the Hub Director in engaging residents in the Hub. This will be implemented using Harwood’s Community Conversation approach. The member will go into West Toledo (Reynolds Elementary School neighborhood) to collect feedback and garner support from residents. Utilizing the results from the most recent needs assessment and after receiving training the member will be responsible for:

- Engaging residents as volunteers in Hub Activities;
- Canvassing identified neighborhoods that feed into Reynolds school to solicit resident feedback in the form of surveys and interviews;
- Inviting community members to listening sessions, focus groups, and community forums at the Reynolds school;
- Coordinating communications before, during, and after the listening sessions, focus groups, and community forums to identified stakeholders;
- Transcribing and report back on data collected from surveys, interviews, listening sessions, and focus groups;
- Utilize community level data and school level data to inform engagement strategies;
- Promoting activities and resources available through Reynolds school and neighborhood partners.

**CAREER DEVELOPMENT AND SERVICE REQUIREMENTS**

Members perform day to day service in the Reynolds community and have an office space at the United Way of Greater Toledo. Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

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

**LISC PD APPROVAL:** **SMR Approved**

- Attending all locally sponsored monthly meetings;
- 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 United Way of Greater Toledo 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 quarter-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 able to complete at least 450 hours of service within the term of service noted above as well as serve for the full time of the term

### **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 \$1,527.45 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$5,000 from United Way of Greater Toledo. The stipend is taxable and paid in 23 equal checks \$217.39.

### **HOW TO APPLY:**

Resumes should be sent to:

Libby Schoen

Director of Education

United Way of Greater Toledo

424 Jackson Street

Toledo, OH 43604

Libby.schoen@unitedwaytoledo.org

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