

AmeriCorps Volunteer – Program Assistant
40hrs/wk. (1700 hrs./year minimum)
Living Stipend \$16,000/year
Education Award upon completion \$6,345.00
Health Benefits are available for full-time positions through the AmeriCorps Program

Schedule: Monday- Friday, 8am – 5pm. Outreach activities will include weekends, evenings, and special events.

GENERAL: The Appalachia CARES program is a grant-funded AmeriCorps program. It is sponsored by the Clinch-Powell Resource Conservation and Development (RC&D) Council. The position location is the Town of Jonesborough, McKinney Center.

The position is a full-time position averaging forty (40) hours per week, and is directly accountable to the McKinney Center Director. The AmeriCorps Volunteer will work with all Town program staff to help ensure the effective use and programming of the McKinney Center at Booker T. Washington School, as well as Jonesborough’s Mary B. Martin Program for the Arts. The goal of the position is to provide education opportunities and provide capacity building activities to help the McKinney Center gain greater independence, visibility, and sustainability as well as serving education needs of local K-12 students and the community.

Benefits of the AmeriCorps Program are not provided through the Town of Jonesborough but are provided through the RC&D Council and the AmeriCorps Program including: Living Allowance, Health Benefits, Child Care Benefits, Student Loan Forbearance, Education Aware, Occupational Compensation and AmeriCorps Member Service Gear.

DUTIES:

1. Provides customer service to visitors, including but not limited to:
 - a. Making sure that visitors are counted and recorded for monthly reports.
 - b. Oversees ticket transactions including use of the ThunderTix system.
 - c. Providing information and tours of the facility to visitors.
 - d. Answering the phone, providing information, taking messages, etc.
 - e. Keeping all public spaces clean including the front desk, kitchen, and working with facilities staff to maintain areas for classes, special events, and rentals.
2. Provides support to the McKinney Center Director and Outreach Director.
 - a. Use and manage CourseStorm, our registration system, and provide rosters of classes for hosts and teachers, change, cancel, and refund registrations, payment information, deposits, corresponding with parents regarding class start times, and special events. Assist callers with registering online if needed.
 - b. Carry out evaluations of classes at the McKinney Center and in the MBM Program helping to ensure that classes provided are being conducted in a professional and effective manner using electronic services such as survey monkey.

- c. In charge of distributing promotional material and catalogs by email and physical delivery and/or coordinating volunteers to do so.
 - d. Maintaining inventory of supply closets and cleaning when necessary. Purchasing and ordering supplies for classes, events, and for the building (paper, toner, etc.).
 - e. Ensuring that new faculty and artist paperwork is complete including faculty agreement letters, contracts, applications, and W-9's.
 3. Assist Community Program Specialist with involving youth/community members in learning activities by assisting in the following outreach activities:
 - a. Providing art activities for special programs and groups.
 - b. Create activity tables and information at Community and Town events - Halloween Haunts and Happenings, Jonesborough Days Discovery Park, Farmers Market, Easter Eggstravaganza, and Town Holiday events. Activities should relate to art and promote recycling and upcycling. Create activity tables and information at school activities – Open Houses, PTA meetings, athletic activities, and organizing/conducting art related activities at area schools.
 - c. Creating at least one service project for AmeriCorps that promote arts education and to fulfill AmeriCorps program requirements.
 4. Presentations and Promotions of Jonesborough's Mary B. Martin Program for the Arts
 - a. Assist Director with design of catalogs
 - b. Creating and maintaining E-newsletters for summer, spring, and fall catalogs, special events, exhibitions, etc. Updating mailing lists with teacher contacts and student contacts E-newsletter mailing list.
 - c. Creating flyers and posters for events and assisting in the distribution.
 5. Assisting with art exhibitions
 - a. Organizing exhibition loan forms, taking in art work, organizing spreadsheets and photo files.
 - b. Assist with installation and de-installation of exhibitions.
 - c. Creating flyers, posters, and distribution.
 - d. Create labels, text panels, and programs for exhibitions.
 6. Volunteers - Assist the Community Programming Specialist and staff with volunteer recruitment and management
 7. Record Keeping
 - a. Maintaining membership and donor records, tracking data, maintaining spreadsheets, sending membership mailings, membership cards, create and mail "Thank You" notes, etc.
 - b. Maintaining financial records and notebooks, spreadsheets, turning in invoices and deposits.
 - c. Ensuring that hosts turn in accurate time sheets in a timely manner.

8. Advisory Committee Support
 - a. Will take minutes of the Advisory Committee meetings and other meetings in general if necessary.
9. Rentals
 - a. Ensuring space needs for classes and rentals including working with facility staff to ensure that classrooms are ready for classes each day.
 - b. Work with the Visitor Center Manager and Facilities staff to ensure successful rentals.
 - c. Inventorying of rental and kitchen supplies on a regular basis.
 - d. Maintaining the rental agreements of equipment to other Town departments.
 - e. Double checking the rental calendar with the class calendar and reconciling issues.
10. Work with the different segments of Jonesborough's population to determine community needs, and to facilitate improvements in activities and programming that will help increase participation of all the residents of Jonesborough regardless of age, sex, race or ethnic background.
11. Work with Town staff and community members to carry out interpretive activities, especially using story, that communicate the important contribution of all the segments of the Town population in the development of Jonesborough and its quality of life.
12. Other duties as assigned.

ABILITIES & KNOWLEDGE:

Knowledge of art and exhibitions preferable.

Ability to work closely with different groups to increase participation in activities and inclusiveness in program offerings.

Office experience is necessary and the ability to create and use various computer software such as word, excel, publisher, etc.

Ability to communicate well, providing direction to volunteers and program participants, as well as understanding of programmatic goals.

Ability to enhance diversity in the participants of classes, activities, and events.

Ability to work with others, and develop consensus on priorities that enable building use and program development to proceed smoothly.

Clear understanding of the vision of the McKinney Center, and ability to articulate this vision to other staff, committees, community groups, potential donors and sponsors.

Proven customer service experience required.