

AmeriCorps Volunteer – StoryTown 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 through Appalachia CARES AmeriCorps Program averaging no more than 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 of the StoryTown Initiative of the McKinney Center at Booker T. Washington School, as well as other McKinney Center programming. The main goal of the position is to assist in all StoryTown Initiative projects, create online and virtual programming, and provide capacity building activities, virtually and in person, to help the McKinney Center gain greater independence, visibility, and sustainability.

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. Assist the Outreach Program Director with the StoryTown Radio Show and Podcast
 - a. Assist the Outreach Program Director and the Sound Engineer to ensure video and sound quality in order to reproduce the live video to replay online.
 - b. Assist in creation of the StoryTown Radio Show program by updating sponsors, storytellers, and cast members.
 - c. Assist the Outreach Program Director in researching and pulling stories from the transcripts for possible use in the monthly radio shows.
 - d. Assist the Outreach Program Director in loading the monthly radio show recording onto the Podcast page.
 - e. Pull audio segments from interviews to make short “Voices from the Archives” podcast once a month.
 - f. Assist in the set-up of the concessions prior the live show.
 - g. Assist the Outreach Program Director during the Radio Show by printing the manifest, ticket selling, check-in of pre-sold ticket holders, etc.
 - h. Work with ETSU-WETS staff to make available Radio Show programs on a podcast channel or make available to the public in a digital format.

- i. Assist the Outreach Program Director secure musical acts for upcoming season.
 - j. Assist the development and implementation of the Season Subscription program which may include scheduling musical guests, speakers, and organizing workshops.
 - k. Contact cast members monthly about upcoming shows, relay cast information to Outreach Program Director. Send performance reminders to cast and help to maintain an up-to-date cast contact list.
2. Assist the Outreach Program Director with Story Gathering.
 - a. Participate in Story collecting training to learn skills.
 - b. Assist the Outreach Program Director with creating and implementing online training, workshops, and presentations and converting current materials into a digital format.
 - c. Assist the Outreach Program Director to organize story circles.
 - d. Assist the Outreach Program Director during the bimonthly "Listening Days."
 - e. Contact organizations, universities, and multi-cultural organizations to recruit storytellers from various backgrounds.
 - f. Assist story collectors with digital formats to collect stories such as Zoom and/or Google Meets.
3. Assist the Outreach Program Director with the archival process and creating products related to archiving Story Initiative products.
 - a. Conduct archival research to find and organize historical photographs, documents, and artifacts for promotional films, documentary films, and printed materials such as guides and books.
 - b. Assist in coordination of transcriptions for audio stories.
 - c. Organize digital audio files and future video files. Create an index for current transcriptions and enter new information into the database.
4. Assist McKinney Center staff with marketing and outreach for StoryTown Programs
 - a. Write blogs for website content or organize blog writers.
 - b. Compile and organize content for future online and digital magazine.
 - c. Assist in creating posters for StoryTown programs and events.
 - d. Attend events and take photographs and videos for promotional content.
 - e. Create and make daily Facebook and Instagram posts for the StoryTown accounts.
 - f. Contact different organizations, universities, and cultural groups throughout the year to connect them with the Radio Show, Podcast, Community Play, Interview Sessions, and other StoryTown activities.
5. Assist McKinney Center staff in booking guest speakers and conference development
 - a. Make arrangements for guest presenters and guest presenters for online or in-person conference.

- b. Assist in contacting potential attendees.
 - c. Assist in attendee preparation, to include coordinating meals and catering and other logistics as needed. If the conference is online, assisting in those logistics as well.
- 6. Assist in the production of the annual Community Play.
- 7. Assist in Storytown Outreach Activities
 - a. Visit appropriate events in the region to share information regarding StoryTown.
 - b. Create materials to represent the initiative via flyers or other items to share throughout the public at events and otherwise.
 - c. Assist with organizing the annual Student Film Festival.
 - d. Filming and loading videos to social media platforms.
- 8. Assist in the development of the annual Fundraiser, Soups and Songs.
- 9. Pending School Operations - Lead the In-School Storytown Youth Program developed by MKC staff.
 - a. Follow 12-week curriculum in school, that concludes with an original student-produced story-based play with music.
 - b. Lead rehearsals for the in-school play.
 - c. Assist in evaluating and adapting the curriculum.
- 10. All other duties as assigned.

ABILITIES & KNOWLEDGE:

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.

Knowledge and ability to use of social media platforms.

Experience and ability using smartphones for video and photography. Experience in editing videos and photography will be a plus.

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

Ability to enhance diverse participation in 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.

TO APPLY: The application and reference links are below. Send the reference link out to two references and also upload a copy of Driver License with the application. The references will submit the form directly to the ClinchPowell RC&D Council via the Jotform.

Application: <https://form.jotform.com/91985340536262>

Reference: <https://form.jotform.com/92056233046148>