

AmeriCorps Project Conserve 2024 – 2025 Service Description Disaster Relief Team

AmeriCorps Position Title: Volunteer Programs and Disaster Response Coordinator
Host Site: United Way of Asheville & Buncombe County

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Host Site Mission Statement:

We mobilize and support a robust network of people, partners, and resources to co-create opportunities for every person in our community to live free from poverty and injustice.

Summary of Position:

The AmeriCorps member will play a pivotal role in supporting United Way of Asheville and Buncombe County by addressing critical community needs through volunteer engagement and disaster recovery initiatives. This position involves three main areas of focus: supporting the Hands On Asheville-Buncombe volunteer platform, building the infrastructure of the Volunteer Corps program, and preparing for AmeriCorps NCCC deployments.

Responsibilities include maintaining and updating volunteer opportunities related to disaster recovery, collaborating with partner agencies to identify needs, supporting marketing efforts to promote volunteer opportunities, and assisting with on-site volunteer projects.

The member will also work internally to develop a sustainable Volunteer Corps program that provides essential support to youth and families, fostering resilience and stability, critical in this moment after a disaster.

In preparation for the AmeriCorps NCCC groups, the member will coordinate with community partners to establish project sites, secure housing and logistical support to ensure a productive and seamless service experience for NCCC members.

Through this role, the AmeriCorps member will have a significant impact on the community while developing skills in volunteer coordination, disaster recovery, and program development.

Qualifications – Knowledge, Skills, and Abilities:

- Experience or exposure to nonprofit work, volunteer coordination, or disaster response.
- Willingness to learn and adapt to new challenges and technologies.
- Strong interpersonal and communication skills, both written and verbal.
- Strong organizational and planning skills, with the ability to manage multiple tasks.
- Creative problem-solving abilities.

- Proficiency in using technology platforms
- Valid driver's license and access to reliable transportation.
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

Service hours will be Monday through Friday from 9am to 5pm, although some flexibility on hours can be accommodated. Some evening or weekend work may be required for events or specific volunteer projects.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require one or two overnight stays.

Position Responsibilities and Duties:

The AmeriCorps member will play a pivotal role in supporting United Way of Asheville and Buncombe County (UWABC) in addressing critical community needs through volunteer engagement and disaster recovery initiatives. This position will focus on three main areas of work: supporting the Hands On Asheville-Buncombe platform, building the infrastructure of the Volunteer Corps program, and preparing for AmeriCorps NCCC deployments.

Hands On Asheville-Buncombe Support

Hands On Asheville-Buncombe, UWABC's volunteer engagement platform, connects individuals and groups to meaningful service opportunities that address community needs.

Main Responsibilities:

- Maintain and update the Hands On platform with volunteer opportunities related to disaster recovery and community needs.
- Work with partner agencies to identify needs, post opportunities, and assess volunteer activity.
- Provide administrative support, including data entry, tracking volunteer hours, and generating reports.
- Support the marketing department in promoting volunteer opportunities through emails, social media, and other communication channels.
- Support on-site volunteer projects as needed.

Volunteer Corps Capacity Building

The Volunteer Corps program aims to establish a core group of dedicated volunteers to support community schools and the United for Youth Network. These volunteers provide essential support for youth and families, fostering resilience and stability, which is even more important after disasters. By offering consistent, skilled assistance, the Volunteer Corps will address immediate and long-term needs, ensuring youth have the resources and encouragement to thrive despite challenges.

Main Responsibilities:

- Collaborate with internal team members to design and develop the framework for a sustainable Volunteer Corps program.
- Create tools, resources, and processes to enhance the program's implementation and long-term success.
- Focus on building internal capacity to ensure the program aligns with organizational priorities and community needs.

Preparation for AmeriCorps NCCC Group

AmeriCorps NCCC teams help build capacity at partner organizations by supporting volunteer management and providing hands-on disaster recovery efforts. This position will not in any way supervise the NCCC AmeriCorps members.

Main Responsibilities:

- Coordinate with community partners to establish project sites for NCCC teams and ensure alignment with local priorities.
- Secure housing and logistical support for the NCCC teams.
- Prepare tools, materials, and schedules to ensure a productive and seamless service experience for NCCC members.

ESSENTIAL FUNCTIONS

Essential functions are the fundamental job duties:

- *Meaning the position exists to perform the function;*
- *There is a limited number of employees among whom the performance of the function can be distributed;*
- *And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.*

Equipment / Software Used: The AmeriCorps member will use a variety of tools and software to effectively manage their responsibilities. Office equipment includes computers, printers, and standard peripherals. Software utilized includes Google Suite for emails, document sharing and storage, GetConnected for the volunteer management platform, and Asana for project management to track tasks and coordinate with team members. At volunteer project sites, the member may use basic tools such as hand tools for setup and support tasks, signage materials, and safety equipment as needed for on-site projects and disaster recovery efforts. Proficiency in using these tools and adaptability to learn new technologies are important for this role.

Physical Demands: The position involves a mix of office-based tasks and fieldwork. Fieldwork may require standing for extended periods, lifting supplies (up to 25 lbs), and assisting with event setup and volunteer projects at various locations.

Transportation Needs: The member must have reliable transportation to travel locally to partner organizations, project sites, and community events. A valid driver's license is required. Mileage reimbursement is available for eligible travel. There is access to a company vehicle on an as needed basis. **Setting/Location of Service Activities:** Service activities will take place at UWABC's office in Asheville, NC and at community locations such as schools, nonprofit partner sites and project areas.

Other Considerations: The AmeriCorps member will need to adapt to a dynamic work environment, with occasional evening and weekend commitments for events or projects. Strong interpersonal skills and the ability to collaborate with diverse stakeholders are essential.

Choose the essential functions of this position:

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
- Conducting field-based monitoring, assessment, and management of conservation properties, public lands, and/or water quality monitoring sites.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data
- Other Essential Functions: [Click here to enter text.](#)