



**Job Title:** AmeriCorps Associate  
**Reports To:** Director of AmeriCorps Programs  
**Location:** Central Office – Lewisville, TX  
**Work Duty Days:** 240  
**FLSA Status:** Full Time Exempt  
**Industry:** Non-Profit, Social Services, Education  
**Starting Salary:** \$45,000 with consideration for education, professional licensure, and experience

### **About Communities In Schools of North Texas:**

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

### **Position Overview:**

The AmeriCorps Associate is responsible for the successful placement, supervision, and implementation of the AmeriCorps Programs. Reporting to the Director of AmeriCorps Programs, the AmeriCorps Associate will recruit, train, and supervise AmeriCorps Volunteers for the successful completion of the AmeriCorps grant goals and objectives

### **Qualifications:**

#### **Minimum Education/Certification:**

- Bachelor's Degree in social work, counseling, or related health and human services field; Master's preferred.
- Minimum Licensed Bachelor Social Work (LBSW) required

#### **Special Knowledge/Skills:**

- Experience supervising teams and volunteers
- Ability to exercise discretion and independent judgment on significant matters directly related to the agency's programs.
- Advanced knowledge to analyze, interpret, or make deductions from varying facts or circumstances
- Exceptional written, verbal, and interpersonal communication skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Strong program management, staff management, and staff development skills required.
- Ability to demonstrate the maturity and flexibility required to work in a fast-paced, fast-changing environment.
- Strong computer skills in Microsoft Office and Google Workspace systems are required.
- Exhibit a commitment towards the CISNT mission

## **Major Responsibilities and Duties:**

### Training and Professional Development

- Ensure that AmeriCorps Volunteers attend a minimum of 4 hours of Continuing Education (CEU) level professional development
- Assist in the development and implementation of AmeriCorps Volunteers orientations by ensuring the completion of all onboarding documents is completed correctly and submitted in a timely manner, and technology is distributed to AmeriCorps Volunteers.
- Assist with Monthly AMC cluster meetings.

### Program Monitoring

- Conduct bi-weekly checks on CISNAV student data to ensure proper execution of AmeriCorps Volunteer services.
- Submit bi-weekly service reports detailing AmeriCorps Volunteers' service hours and progress towards grant objectives to the Director of AmeriCorps Programs.
- Monitor AmeriCorps Volunteer service term hours to ensure completion of hours within the set timeframe.
- Retain knowledge of and adhere to federal, state, grant, CISNT, and ISD policies and guidelines
- Provide troubleshooting and support to Site Coordinators to ensure consistent and quality services are provided by the AmeriCorps Volunteers.

### Recruitment

- Assisted with monthly social media messaging, including sharing impact stories and how to become an AmeriCorps Volunteers.
- Assist in developing new community partnerships for promoting the AmeriCorps Program and recruiting new Volunteers
- Assist with eGrants and CISNT Intern Interest Form, review new applications, conduct phone screenings, and schedule interviews.
- Represent CISNT at college and university internship and service engagement fairs.

### Additional Duties

- Perform other duties as assigned by the Director of AmeriCorps Program.

## **Supervisory Duties:**

The AmeriCorps Associate will assist in supervising the AmeriCorps Volunteers and Interns serving with CISNT.

## **Equipment Used:**

Computer, copier, digital projector, and other specialized equipment that are particularly unique to the position

## **Working Conditions:**

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Continuation of position is contingent upon funding.**

