



AREA AGENCY ON AGING
REGION ONE, INCORPORATED

AMERICORPS DIRECTOR

DEFINITION: Under the supervision of the Director of Behavioral Health; plan, coordinate and oversee the Agency's AmeriCorps programs and the Community Care Corps Program.

MAJOR DUTIES

- A. Provide day-to-day supervision and overall management of AmeriCorps and Community Care Core Program.
- B. Ensure adherence to AmeriCorps policies and procedures, including prohibited activities.
- C. Engage in community development activities to recruit Members, volunteers, and partners who can support the projects.
- D. Engage in community development activities to recruit Members, volunteers and partners who can support the projects.
- E. Develop and maintain a recordkeeping system to meet performance measures.
- F. Develop, maintain, and implement a training plan for AmeriCorps Members and volunteers.
- G. Maintain sensitivity and confidentiality of all conversations and documentation related to clients.
- H. Develop monthly and quarterly program reports.
- I. Be knowledgeable of existing community resources to support the project.
- J. Maintain appropriate documentation.
- K. Act as liaison to the Governor's Office of Youth, Faith and Family
- L. Participate as a Member of the Agency's CQI team, maintain program metrics

II. OTHER DUTIES

- A. Other duties as assigned by the supervisor
- B. Perform in a manner that is supportive to the cultural needs of the population(s) served by the program or service

III. QUALIFICATIONS

Minimum Bachelor's Degree in Social Work or Human Service-related field required. Prefer Masters. Must have previous experience as a supervisor. Experience with AmeriCorps or volunteer management also a plus. Must be able to work well with people and ensure AmeriCorps Members have a positive experience. Must have Level One Fingerprint Clearance Card. Must have a valid Arizona driver's license and current automobile insurance.