

FULL TIME VOLUNTEER POSITION (AMERICORPS-ACCESS PROGRAM)

POSITION: Client Services and *Promotores* Assistant (Approx. 30-35 hrs/wk)

DESCRIPTION: Assist clients to gain access to services through our Resource Center and engage clients as grassroots volunteers in a *Promotores* ("Train the Trainer") model.

What is AmeriCorps ACCESS Program: the ACCESS program is a ONE YEAR COMMITMENT of VOLUNTEER service. Members must commit to at least 1700 hours of volunteer service over a one year period (09/1/10-08/31/2011). In exchange for their volunteer service, members receive: \$ 11,800 living allowance and a \$5,350 education award. Members must participate in all AmeriCorps meetings, trainings and service projects in Greensboro, NC.

About the Latin American Coalition: The Latin American Coalition is the oldest and largest Latino nonprofit organization in the Charlotte-Mecklenburg area. Our mission is to promote full Hispanic participation in the Charlotte-Mecklenburg region by informing, educating, and advocating for the Latin American community.

Applications: Please send your resume and cover letter stating why you want to join the AmeriCorps program and serve in the Latin American Coalition to sjerez@latinamericancoalition.org by June 15th, 2010.

WHAT YOU WOULD BE DOING:

- Provide information and referral services to clients and serve as interpreter between clients and local service agencies
- Identify and recruit potential grassroots volunteers from client base
- Engage *Promotores* in volunteer activities that provide workplace experience in the office
- Engage *Promotores* in volunteer activities that provide leadership development and promote civic engagement in the community (examples include agency outreach and grassroots fundraising)
- Assess the skills of *Promotores* and provide trainings according to client needs. Also facilitate workshops for *Promotores* based on the AmeriCorps trainings series such as: Disaster preparedness, cross-cultural communication, conflict resolution, interpretation principles, and crisis intervention.
- Together with Volunteer Coordinator, work to transition *Promotores* into the agency's volunteer program
- Participate in weekly Resource Center team meetings

OFFICE HOURS: The 1700 hours of service must be completed Monday through Friday between the hours of 8:30am-5:30pm, with occasional evenings and weekends.

POSITION QUALIFICATIONS:

1. 17 years of age or older, legal permanent resident or US citizen, spoken and written English proficiency
2. High School Diploma (HSD required for a member who tutors) or GED by end of program year
3. Computer skills: Word, Excel, Power Point, Internet, email
4. One to three years experience serving immigrant populations, especially immigrants from Latin America, either in a volunteer or professional capacity
5. Fluency in Spanish a must. Advanced written and oral skills in English and Spanish necessary for success.
6. Passion for serving a diverse community and encouraging clients to achieve self-sufficiency; commitment to social justice and community education is a must