American Red Cross Safe Families IL AmeriCorps Program
Draft: Job/Internship Description (Basic)
Revised: July 27th, 2015

Job Title: Safe Families AmeriCorps Member

Reports to: AmeriCorps Supervisor (title may vary) and AmeriCorps Program Director

Department: Disaster Cycle Services (Chapter/Region)

Job Summary

Safe Families AmeriCorps members will serve to organize community members across Illinois in making their cities, schools, organizations and households more resilient to emergencies. The member’s primary responsibility will be to teach, coordinate and lead emergency preparedness, planning and recovery activities in their assigned territories in support of the American Red Cross.

Major Duties and Responsibilities

1) Identify emergency-related community needs
2) Instruct disaster preparedness, health, safety and youth programming
3) Develop events to assist in providing health, safety and disaster education to underserved populations.
4) Build community partnerships (Establish and maintain relationships with local schools, local school councils and community based organizations, developing capacity to provide Red Cross health, safety and disaster courses to meet needs as identified)
5) Volunteer management, training and recruitment
   a. Utilize Volunteer Connection system
6) Collaborate with other Corporation for National Service programs in the community, including AmeriCorps*VISTA, Learn and Serve, and National Senior Service Corps.
   a. Participate in the National Days of Service (9/11 Day of Service, MLK Day and Global Youth Services Day) and lead two service projects.
7) Complete and maintain required records
   a. Including: pre/post-tests of students, teacher surveys, collecting demographic data of students, prepare bi-weekly reports, class rosters
8) Participate in required training activities and regular AmeriCorps meetings: an initial intensive training orientation, three quarterly trainings and other meetings throughout Illinois as needed.
9) Complete two self-directed community-based projects

Qualifications

1) Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills. (This is normally acquired through one to three years of clerical experience)
2) Valid Driver’s License is REQUIRED; reliable transportation is REQUIRED.
3) Commitment to volunteerism, including a record of past volunteer experience.
4) Strong communication skills, including public speaking.
5) Ability to work independently, recruit and motivate volunteers.
6) Bilingual English/Spanish encouraged to apply.

**Work Requirements**

- Member will be required to become a Lay Responder First Aid/CPR/AED Instructor within the first 60 days of the term of service.
- Member must be willing to teach classes during the evenings and on the weekends.
- Must be willing to travel anywhere within the chapters jurisdiction to perform regular job duties.
- Must be willing to travel throughout the State of Illinois for required quarterly trainings.
- Willingness to receive certification and pass instructor level Red Cross safety and health courses.
- One year part time position (1700 hrs.) potentially renewable for one year.

**Background Check**

- Must pass FBI background check, State of Illinois Police background check, DCFS background checks as well as submit to a Sex Offender National Data Base background check.

**Compensation**

- Members will receive a living allowance of $12,800.00 for the year.
- Medical Insurance
- Mileage reimbursement
- Upon successful completion of 1700 hours of service the Member will receive an Educational Award valued at $5,645.00.
- Childcare benefit paid at 100% based on the Child Care and Development Block Grant of 1991.
  - See http://www.dhs.state.il.us/applications/ChildcareEligCalc/eligcalc.asp for more details.
- For more information about AmeriCorps please visit http://www.nationalservice.gov/programs/americorps and the AmeriCorps at the American Red Cross http://www.redcross.org/il/chicago/volunteer/americorps
- To apply, please contact Jamie Davis by Friday, December 11, 2015:

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  Serving Central and Southern Illinois