

POSITION TITLE: Lake Effect Leader – AmeriCorps*VISTA

LOCATION: Service-Learning Office, Main Campus – Erie, PA

POSITION TYPE: Outside Administrator through the Corporation for National and Community Service

IMMEDIATE SUPERVISOR: Director of Community Engagement

DESCRIPTION/BACKGROUND: A full-time VISTA member serving through the Community Engagement Department will be instrumental in helping to launch and build the capacity of a service leadership program that simultaneously meets the university and afterschool programming community partner needs in mutually beneficial ways. The 2019-20 VISTA project will specifically work to develop quality site-specific volunteer trainings and assistance for semester-based university student volunteers. This position will require the VISTA member to be comfortable being fully immersed among the K-12 school environment, after-school programming partners, and campus environments. This position is part of the [Lake Effect Leaders AmeriCorps*VISTA project](#), a grant-funded program that spans over 15 years of collaborative efforts among Allegheny College, Gannon University, and Mercyhurst University and supports 28 VISTA members (in the 2019-2020 cohort) who will serve primarily throughout two counties on individual projects through a highly supported, interconnected approach.

Volunteer Assignment Description (VAD) includes but is not limited to:

- Developing and strengthening relations with designated university community partners
- Researching and analyzing evidenced-based K-12 resources activities
- Supporting the clearance procurement processes for student volunteers
- Collaborating with department staff for a student service leader program design, rollout, and ongoing facilitation
- Assisting with transportation logistics for weekly volunteer programs, especially K-12 focus, including some minimal weekly driving in a minivan or passenger van
- Sustainability planning, including seeking funding for program needs (i.e. grant writing)
- Establishing effective communication between community sites and university programming
- Documenting partnership benchmarks, celebrating student progress and success, and effectively sharing stories through university, school, and community media and social media channels
- Supporting Welcome Week events such as the First-Year Service Project
- Co-coordinating recruitment fairs for campus involvement & service, post-grad opportunities
- Making classroom or club/team/organization presentations as requested
- Assisting with the management and recruitment of volunteers for various programs
- Supporting the department's alternative break service trip program (Fall and/or Spring)
- Attending mandatory nonprofit trainings and LEL-VISTA events (i.e. Nonprofit Day, MLK Day, AmeriCorps Week, etc.)
- Co-coordinating the Trash to Treasure program (Spring 2020)
- Other duties as assigned by the Director or Assistant Director of Community Engagement

ABOUT MERCYHURST: Mercyhurst University is a private, Catholic liberal arts institution founded by the Sisters of Mercy in 1926. The institution's main campus is situated on 70-acres in Erie, PA overlooking the great lake. Enrollment at the Erie campus is approximately 3,100 and offers over 50 undergraduate programs and 8 graduate degrees. www.mercyhurst.edu

Application Process: Please visit www.lakeeffectleaders.com and click on "Apply Here" and proceed to apply through the my.americorps.gov portal. For inquiries and general program interest, applicants are encouraged to complete this brief form: [LEL Interest Form](#).