



## Job Classification Description

**DIRECTOR, AMERICORPS  
VSC UP- PAT Bargaining Unit**

**Grade 13  
Exempt**

### **BASIC FUNCTION**

To design, implement, manage and evaluate a regional Americorps consortium program in the Northeast Kingdom to serve the needs of several communities. To provide leadership for the program training and team building activities.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Develop and carryout program goals to meet the needs of a tri-county region in the priority areas of education, human needs and public safety including activities such as: a Youth Corps model program, adult literacy and parenting skills improvement, support for Alzheimer and Dementia clients, and a mentor program for juveniles in court diversion.
- Recruit, train and supervise 17 full-time and 6 part-time participants from the service area.
- Design and implement initial and on-going training for program participants and a host of volunteers within the participating agencies.
- Oversee and manage the program budget, including: establish budget, monitor and track expenditures, develop and submit regular reports to the college and federal agencies as required and arrange for audits as requested.
- Establish evaluation criteria, perform regular and ongoing program evaluations and analyze evaluation data for reporting and assessment of program success.
- Serve a lead role in writing of future grant applications for refunding of the program or other related projects.
- Provide counseling and technical assistance to service agencies, program participants and potential participants in areas related to the program goals.
- Respond to inquiries by providing information about the program to community and statewide individuals, groups and organizations and serve as a key leader for program activities in the region by providing information and referral services to people about the agencies and services available for assistance.

- Maintain records and produce reports relative to program activities, goals and objectives.
- Meet with and report on goals and activities to the program governing board.
- Serve on a variety of committees and with other program related functions to interact and communicate with various organizations for the benefit of the Northeast Kingdom communities.
- Stay abreast of current developments and trends in volunteer programs in rural states.
- Perform other related duties.

### **SUPERVISION RECEIVED**

General supervision is received from the Dean of Student Affairs at Lyndon State College.

### **MINIMUM QUALIFICATIONS**

Masters degree in education, psychology, human services, or other appropriate discipline, plus five to seven years experience or a combination of education and experience from which comparable knowledge and skills are acquired.

Director, Americorps Northeast Kingdom Initiative, continued

- Broad-based knowledge and experience in social services and volunteer activities.
- Experience planning and delivering training programs.
- Strong oral and written communication, planning, organizational, management, supervisory and budgeting skills.
- Ability to communicate and deal effectively with and represent the program to the community, and a wide range of individuals within a state region.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**8/25/94**