



Beaver Creek Reserve Marshfield Clinic AmeriCorps Volunteer Wisconsin

AmeriCorps, often referred to as a domestic Peace Corps, is a national service program that places individuals within communities to give a year of their life serving others.

Marshfield Clinic AmeriCorps Volunteer Wisconsin is a program that places individuals within nonprofit organizations across Wisconsin to build and strengthen volunteer programs. Individuals will receive intensive training in volunteer management and ongoing support from Marshfield Clinic. The member in this position will serve full time at Beaver Creek Reserve.

A member serving at Beaver Creek Reserve will spend a majority of their time focusing on building capacity for volunteer engagement. These duties include:

- Facilitating the recruitment, orientation, training, and scheduling of volunteers
- Developing and implementing volunteer program materials
- Tracking volunteer hours contributed to Beaver Creek and writing reports
- Acting as a point of communication between volunteers and staff
- Supervising volunteer group projects

The rest of the member's time is spent on direct service activities; tasks that directly benefit the mission of Beaver Creek Reserve, but are outside the realm of volunteer engagement. These duties include:

- Assisting with day to day operations at Beaver Creek Reserve
- Assisting staff with planning and organizing special events/fundraisers/programs
- Covering open shifts for volunteer positions

Work is mostly sedentary in an office setting with occasional walking, standing, and lifting. Occasional hiking through uneven terrain and other outdoor activities may be performed in a variety of weather conditions. Weekend work is required, as well as some evening work. This includes work at special events as needed and weekend coverage of the Nature Center front desk.

Successful candidates will possess the following:

- Strong written and oral communication skills
- Ability to maintain effective working relationships with employees, volunteers, and the general public
- Ability to perform detailed work accurately within time limits and handle multiple tasks simultaneously
- Familiarity working in an office environment and proficiency using Microsoft Office suite

Period of Service:

Monday, September 11, 2017 – August 31, 2018. (End date is negotiable)

Must serve 1700 hours to complete the term of service. Averages to 35 hours /week

Possibility of serving multiple terms of service.

Benefits:

- \$485.77 (before taxes) bi-weekly living stipend
- Health insurance – option to enroll with premium paid in full
- Childcare assistance (if qualified)
- \$5,815 education award upon successful completion of the term of service
- Forbearance on qualified student loans and interest accrual payments while serving. (taxable)
- Service gear

Required Orientation & Training (expenses covered):

September 12, 2017 – September 15, 2017

What does it mean to serve?

Applicants must be willing to serve for the duration of the term of service. Members must also be able to handle the financial commitment made by accepting the position (orientation includes information on how to manage this commitment during service). Applicants must be 19 years of age by September 11, 2017, possess a high school diploma or GED/HSED, and agree to criminal and Department of Motor Vehicles background checks.

How do I apply?

Please send a cover letter, resume and three professional references to bcr@beavercreekreserve.org or mail to:

Beaver Creek Reserve
S1 County Highway K
Fall Creek, WI 54742

DEADLINE:

Open until filled.