



ALU LIKE, Inc. Role and Responsibilities of AmeriCorps Members

Job Summary. The ALU LIKE (ALI) AmeriCorps Members assist to plan and implement capacity-building efforts to enhance ALU LIKE's multi-service system. Under the supervision and direction of the AmeriCorps Coordinator, the AmeriCorps Member assists in accomplishing one or more of ALU LIKE's four major AmeriCorps Project goals:

- To create and implement a Volunteer Recruitment & Management Plan for ALU LIKE Programs.
- To raise the public's awareness of ALI's services.
- To create a single point of entry client intake system.
- To conduct client and partners assessments.

A. Create and Implement a Volunteer Recruitment and Management Plan by:

1. Conducting a survey of all ALI Programs to determine the type and number of volunteers needed to expand the reach of ALI services to ALI's client community.
2. Developing a volunteer recruitment and management system that will be implemented by the month nine (9) of the grant year. The system will include a recruitment plan, creation of volunteer forms to document the type and length of service as well as emergency contact information, and formalization of orientation and training process.
3. Providing assistance to Directors / Office Heads on volunteer issues as requested.
4. Processing and maintaining volunteer documents and files for record keeping purposes.
5. Maintaining and retaining volunteer documents and files in accordance with ALI, state, and federal employment policies, procedures, and practices.
6. Working with and providing volunteer information to Fiscal, Personnel, Payroll, and Safety Offices as requested.

B. Raise Public Awareness of ALI Services by:

1. Working with Directors to gather information on ALI's Programs/projects.
2. Creating a statewide community outreach plan, which includes the development and distribution of information brochures for each ALI Program and Project.
3. Creating and distributing an electronic newsletter and community presentations on ALI services.
4. Developing an outreach system that will proactively schedule community outreach efforts as well as efficiently address outreach request from the community-at-large.

5. Developing a minimum of 23 brochures, distributes statewide a minimum of 5,000 of the developed brochures, publishes four (4) electronic newsletters.
6. Conducting a minimum of 12 community outreach presentations.

C. Create a Single Point of Entry Client Intake System by:

1. Working with department staffs and their staffs to gather information on current intake forms.
2. Creating an intake system that will include an organization-wide common intake form and eligibility checklist for each of ALI's programs.
3. Coordinating proposed intake forms and eligibility checklist with Directors.
4. Creating an internal system for the use and distribution of the common intake form and eligibility checklist.
5. Implementing and establishing a single point-of-entry system by month-12 of the grant year.

D. Client and Partners Assessments by:

1. Gathering information from ALI's clients and partners to help ALI formulate a strategic plan that fully meets the needs of ALI's client community.
2. Ensuring that gathered information includes employee satisfaction, community impact, and the unmet needs of ALI's client community.
3. Conducting surveys and focus groups to first determine how ALI is doing internally as an organization and second, how much impact and success ALI have had in its client community.

E. Carry out other work-related duties as directed by the AmeriCorps Coordinator.

Interaction. The AmeriCorps Member will have extensive contacts with AmeriCorps Coordinator, ALI Department Directors, Office Heads, and community-based agencies and organizations.

Required Job Qualifications.

Education and Experience

1. High school diploma and some coursework towards an AS or BA degree, or professional certificate in the Social Sciences or other fields, particularly Public Administration, Sociology, Psychology, Public Health, Human Services, Human Resources Administration, Urban Planning, Business Management, Family Studies, or other related fields; and
2. Two (2) years of practical work experience in the same fields, either paid or volunteer, including service to communities, civic organizations, social service agencies, and organizations in related areas.

Substitution

1. Bachelor degree and some related work experience in those fields, either paid or volunteer, serving communities, civic organizations, or social service agencies and organizations in related areas.

Skills, Knowledge, and Abilities

1. Good interpersonal, verbal, and writing skills required to establish and maintain good working relationships with external and internal staffs, community organizations, and other agencies.
2. Good planning, organizing, follow-up, and time management skills.
3. Serve as a flexible, team player willing to offer constructive criticism towards continual improvement.
4. Knowledge, understanding, experience, and sensitivity with Hawaiian culture, values, and practices.
5. Intermediate proficiency in one or more of the following computer applications:
 - a) word processing, email, and file management using Windows;
 - b) graphics, presentations, desktop publishing, web design, and /or video production; and
 - c) databases
6. Ability to identify, analyze, and troubleshoot problems, which arrive at solutions in ways that build capacity, self-sufficiency, and self-determination among staff and participants.

7. Ability to counsel and motivate people of community-based organizations with diverse backgrounds.
8. Ability to work independently with self-initiative based on outcome objectives.

Desired Job Qualifications:

1. Expertise in one or more of the following areas:
 - a. managing and working with volunteers;
 - b. public awareness outreach efforts;
 - c. design and implementation of databases, and/or;
 - d. customer relations and conducting customer satisfaction surveys.
1. Management expertise from a previous career in the same related fields.
2. Dedication to community service, particularly for the advancement of Native Hawaiians.
3. Knowledge of ALI's programs and projects.
4. Previous experience with state or federally funded Programs.

Other Requirements Upon Selection:

1. Possess a valid Hawai'i driver's license, current no-fault insurance, daily access to an automobile, and a satisfactory driver abstract record from District Court;
2. Submit an Employee Background Check form;
3. Sign an ALI Confidentiality Agreement.

Working Environment. The position is basically sedentary in nature requiring minimum physical labor. Must be able to work under pressure and balancing a demanding work load.

TO APPLY: Qualified applicants should send/fax a résumé and a cover letter to:
ALU LIKE, Inc. Attn: AmeriCorps Coordinator
458 Keawe St., Honolulu, HI 96813
(808) 535-6735
Fax: 808-524-1344;

For additional info, please call:
Americorps Coordinator: 535-6735
Or Personnel: 808. 535-6791

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