



POSITION TITLE: AmeriCorps Environmental and Community Engagement Coordinator

POSITION MENTOR: Executive Director, Holmen Area Community Center

SERVICE TYPE: Full-Time, Temporary, **AmeriCorps Position 675 Hours**

The Holmen Area Community Center (HACC) sustains a welcoming environment that connects all generations by promoting hospitality, respect for all, community pride, and holistic health. The HACC provides educational, social, recreational, and wellness programming that aim to enrich the lives of all community members.

GENERAL SERVICE DESCRIPTION:

This position has been developed in partnership with WisCorps and is intended for AmeriCorps service members. The position of AmeriCorps Environmental and Community Engagement Coordinator is designed to provide a variety of environmental, educational, social, recreational, and wellness programming for community members. This position has a strong emphasis on collaboration with new and existing partners, intergenerational community engagement, and responding to community need.

DUTIES AND RESPONSIBILITIES:

Conservation/Environmental Programming (25%)

- Source community need through survey evaluation and one-on-one community member outreach.
- Assist in the development of environmental program plan.
- Implement regular environmental-focused programming for adults, and Seniors.
- Work with existing partners to explore program options for healthy nutrition education
- Work with Boys & Girls Club Education Director to explore intergenerational environmental programs and facilitate summer community garden on-site.

Other Programming (35%)

- Design and implement new and existing HACC programs for adult age groups pertaining to wellness, fitness, socialization, and recreation.
- Assist with planning, scheduling, teaching and general supervision of programs and events for HACC members and partners.

Administrative (10%)

- Keep detailed records of program types and attendance numbers for grant purposes.
- Use general budgetary and financial policies and procedure to assess feasibility of community programs and events.
- Become familiar with SchedulesPlus software and utilize functions including: event entering, financial reporting, member/partner follow-up.

Community Engagement (15%)

- Maintain presence at HACC during open hours.
- Assist with ongoing community engagement programming including work with the Senior Nutrition Program and WAFER Food Pantry.
- Assist Executive Director with organizational outreach, member recruitment, and member engagement.

Program Marketing (10%)

- Assist in designing and creating publicity for programs and events
- Assist in distribution of publicity for upcoming events, programs, and volunteer opportunities
- Assist with website and social media to promote programs and events

Please apply at www.wiscorps.org/jobs

For more information, please contact Matt Gaworski, AmeriCorps Program Manager with WisCorps@
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-or-

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