

# **Goodwill Industries of Northern New England**



## **Community Resource Corps Overview:**

The purpose of AmeriCorps is to promote volunteerism by engaging AmeriCorps Members in direct service and capacity-building to address demonstrated or unmet community needs.

AmeriCorps Members are placed at individual nonprofits and public agencies throughout Maine to implement and improve the utilization of best practices in volunteer management while helping agencies operate or expand valuable community programs through the involvement of volunteers. The CRC is a division of Goodwill Industries of Northern New England.

## **Host Site Overview:**



Goodwill Industries of Northern New England is a multi state, multi site, human services organization and network of non-profit businesses.

Goodwill Industries of Northern New England has been serving Maine since 1933. We began providing services in New Hampshire in 1994. Our corporate offices are located at 353 Cumberland Avenue in Portland Maine.

**Mission:** Goodwill Industries of Northern New England engages the human potential and enriches the quality of life within our communities by eliminating barriers to opportunity and to

independence.

**Vision:** All people have the opportunity to achieve their fullest potential and participate in and contribute to all aspects of life.

**Position Title:** *Workforce Solutions Site Assistant*

**Immediate Supervisor:** *Morgan Jameson, Good Prospects Training Coordinator*

**Host Site Location:** Thorndike, ME

**Term of Service:** 450 hour Ed Award Only Position

**Qualifications:**

- Self motivated with a high degree of flexibility
- Ability to clearly and concisely communicate orally and in writing
- Excellent organizational skills
- Dedication to the mission of AmeriCorps Community Resource Corps
- Ability to use various types of technology (i.e. word processing, Microsoft Office Suite, GoToMeeting, on-line reporting system)
- Volunteer experience

*Essential Functions:*

- Comply with and enforce Adult Education policies on topics such as safety, acceptable use of computers, harassment, diversity.
- Communicate concerns about facility, patrons, and policies to the librarian and Coordinator of Adult Education.
- Communicate concerns or needs regarding the Workforce Solutions Site to Goodwill Workforce Solutions Coordinator and Coordinator of Adult Education.
- Assist individuals with basic computer skills and the use of the Virtual World at the Mount View High School Library.
- Provide information about job seeking activities and resources to patrons.
- Assist with the use of general office equipment including copier, phones, fax machine.
- Assist with general library duties as necessary.

### ***Site Specific Essential Functions:***

- *Present computer literacy and employability skills workshops to public audiences at the Workforce Solutions Site located at Mount View High School- MSAD# 3 Adult Education.*
- *Assess computer literacy and employability skills needs of individual patrons and assist individuals based on assessed needs.*
- *Promote the Virtual World created by MSAD# 3 Adult Education and encourage patron use.*

**Work Schedule/Working Conditions:** 10-12 hours per week, (3 or 4 days per week). Afternoon/Evening hours (after 3pm). Fast paced environment with various deadlines and multiple internal and external stakeholders.

**Working Relationships/Support:** Member will be provided support by the direct Supervisors and Host Site Organization as well as the AmeriCorps Staff. Member will receive a thorough on-site and AmeriCorps Orientation, Host Site specific training and training on a variety of topics related to work within a nonprofit setting. Various reporting will be required of the member throughout the term by the AmeriCorps Staff regarding member performance, completion of goals, training accomplishments, and continuous improvement of our program.

**Site Benefits:** *Training and development opportunities in workforce development field (including opportunity to complete Career Development Facilitator Training), mileage reimbursement if travel is required for training.*

### **AmeriCorps Member Benefits**

\$1468 education award (upon completion) to apply to previous federal student loans or continuing education costs at a

Title IV Institution. Applicable student loans can be put in forbearance and any interest accrued during the term will be paid by AmeriCorps. Members are covered under health insurance if working over 30 hours per week. Members are covered under workers compensation. Eligible members can also apply for child care reimbursement. Mileage to AmeriCorps Sponsored Training events will be reimbursed to members. The local host site will reimburse mileage expenses associated with project related travel at the rate which they reimburse their staff. Members also receive significant professional and personal development training.

Please Note: AmeriCorps Members may hold another job or attend school outside of the commitments for the AmeriCorps Position. See [www.americorps.gov](http://www.americorps.gov) for more information of AmeriCorps service.

\*\*\*Individuals with disabilities who may need reasonable accommodations are expected to make arrangements in advance for accommodation by confidentially discussing their needs with AmeriCorps Program Staff. All hiring decisions are based on nondiscriminatory factors without regard to race, color, religion, sex/gender, sexual orientation, national origin, disability or status as a veteran. We promote a positive and healthy working environment with respect for diversity.

*This document is available in alternative formats upon request.*