



AmeriCorps Community Corps Member – Program Assistant

Position Summary:

Chippewa Valley Museums (CVM) seeks a thoughtful, passionate, and goal-oriented leader to expand volunteer engagement and programs as CVM's Program Assistant. This one-year, full-time position will assist with essential aspects of the museum's volunteer and internship programs. Additionally, the Program Assistant will support the development and delivery of active/outdoor community programming, such as "Walking/Biking into History" tours, as a means of enhancing community health. This position with CVM is available through Marshfield Clinic Health System's AmeriCorps Community Corps program and includes required community and public health training sessions and experiences throughout the Sept 9 – Aug 30 service term.

Essential Duties and Responsibilities:

- Recruit and place volunteers
- Explore strategies to improve volunteer engagement and retention across departments
- Assist museum staff and volunteers in development and delivery of outdoor, active programs
- Maintain current position descriptions and listings for volunteer and internship opportunities

Qualifications:

- *Required:* High School graduate age 17 or older
- *Required:* Successfully pass federal background check
- *Required:* Flexibility, dependability, and empathy
- *Required:* Clear communication and active listening
- *Preferred:* Strong public speaking skills
- *Preferred:* Strong interest in and/or knowledge of Chippewa Valley history and resources
- *Preferred:* Experience working successfully with multiple age-groups in a leadership capacity
- *Desirable:* Fluency in a second language

AmeriCorps Member Benefits: Living allowance of \$21,500 for full-time service (\$826.92 biweekly). Other benefits include student loan forbearance and a \$7,395 education award (may be applied toward tuition or student loan repayment) with completion of the full 1700-hour service term. No-cost health, vision and dental insurance and low- to no-cost child care assistance is available.

Schedule: 1700 hours minimum (approx. 40 hrs/week with 14 days off). Must be available occasional weekends and evenings. Must attend AmeriCorps orientation September 9-13, 2024.

Service Term: September 9, 2024 – August 30, 2025. Must complete full-term.

HOW TO APPLY: Email cover letter, resume, and references in PDF format to a.allred@cvmuseum.com with your name and "AmeriCorps Program Assistant" in the subject line. Application review begins immediately. Position must be filled by August 12, 2024.