



Position Description Vet Corps Service

First

Amended

HOURS OF SERVICE: 1,700 volunteer hours over a 10-month period (full-time).

REPORTS DIRECTLY TO: Regional Lead; indirectly to Regional Coordinator and Vet Corps Program Manager.

COMPENSATION: For full-time service the AmeriCorps monthly living allowance of \$1,760/month and Segal education award of \$6,895.00. Segal education award is adjusted for other participation types.

POSITION DESCRIPTION: The Vet Corps Member will serve at their respective site. Members are to serve as a guide and assistant for students enrolled or looking to enroll in college who currently are veterans or their family members, whether new to the military, still active, or have finished military service. Members will organize a minimum of **3 service projects** during the academic year that will benefit the student veterans and/or surrounding community. The program has identified and will commit to promoting the following service project days or special event days, **Veteran's Day, Martin Luther King, Jr. Day of Service, and Memorial Day.**

Site Specifications: This position will be located on military installations; non-profits and colleges. All volunteers will work closely with staff and representatives of their respective service site. Members will be required to meet obligations in and around the community, connection to community partners is crucial to and required of their mission. All members will participate in Veterans Awareness Week, Veterans Day; Memorial Day; and Martin Luther King Day.

Hours of Service: At times, there is a need for flexibility in scheduling due to service projects, evenings, events, training, etc. As a result, some Saturdays and Sundays may be utilized to conduct community service projects. Some evening work may be necessary to conduct veteran's clubs' meetings or gatherings, and attendance at other functions may include time outside of a normal 8 to 5 schedules. Each Vet Corps member will be monitored for their time by the Vet Corps Regional Lead 40 hours a week is the anticipated weekly schedule.

Who to Report To: Members will report directly to Regional Lead. Any conflicts with the sites are to be reported additionally to the Regional Coordinator and Vet Corps Program Manager.

Required Training: Vet Corps members will attend mandatory training August 23-25, 2023, mid-service year training early 2024, and the Vet Corps end of year service project in June 2024. Continual training will occur through exposure to VA staff and WDVA (Washington Department of Veteran Affairs) staff in various facets of serving the veterans population. Members will also cover a number of topics as part of monthly regional meeting/ training sessions.

Required Timesheet, Reporting and Data Collection Responsibilities: Each member will complete required time sheets and required reports to document achievements at the site, numbers of veterans reached, and other indices of the program. Surveys those served and of volunteers at events will be kept by the members for accurate data collection. Timesheets must be completed accurately and signed by the member and the Regional Lead or Coordinator. All Timesheets and data collected by the member must be submitted to their Regional Lead no later than the 5th of the following month of service.

Working Conditions: Primarily, the veterans will be working within an office with access to a computer and a phone. They will be able to access relevant staff within the system to accomplish their goals and will be expected the flexibility to meet veterans where they are at. In addition, members may need to go into the community, military installations, colleges, and other venues to further the goals of the outreach to veterans.

Telecommuting and Alternative Site: Vet Corps members may be required to serve at alternate sites, as well as be required to telecommute. It will be required that the member agree to the Vet Corps Telecommuting and Alternative Service Site Policy.

REQUIRED QUALIFICATIONS:

- High School diploma or equivalent
- Familiarity with college programs, employment trends and career success.
- Strong organization, problem-solving and written and oral communication skills.
- Basic office skills, including computer, email, and phone; proficient with Microsoft Office programs
- Enthusiasm and self-direction
- A commitment to fostering the career success of the veteran population

PREFERRED QUALIFICATIONS:

- A prior service member of the United States Armed Forces OR
- Direct life experience within the military community
- Customer service experience preferred
- Experience with spreadsheets/databases and desktop publishing preferred
- Some college preferred

BENEFITS:

- Excellent experience in the service-learning field
- Living Stipend of \$17,600 (distributed over 10 months)
- Segal AmeriCorps Education award of \$6,895 upon successful completion of the program
- Loan forbearance and interest accrual reimbursement on qualifying loans (student loans)
- Medical insurance (if necessary)
- Childcare assistance (if necessary)

LIMITATIONS AND DISCLAIMER:

The above position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All position requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other members.

This position description in no way states or implies that these are the only duties to be performed by the volunteer occupying this position. Volunteers will be required to follow any other position-related instructions and to perform other position-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this position successfully, the volunteer must possess the abilities or aptitudes to perform each duty proficiently. Continued service remains on an “at-will” basis.



"Serving Those Who Served"



AmeriCorps
Washington

POSITION DESCRIPTION SIGNATURE PAGE

The member hereby acknowledges by their signature that they have read, understand, and agree to the Position Description to serve in the Vet Corps program.

Vet Corps Member (Print Name)

Vet Corps Member (Signature)

Date

Vet Corps Regional Coordinator or Lead

Date