



High Rocks


educate. empower. inspire.

High Rocks is a non-profit in southern West Virginia that was founded in 1996. Since then we have developed our flagship program, High Rocks for Girls, into an award-winning leadership program for young women across the region. Over 20 years later, we work not only with girls, but with boys, families, young adults, and community partners, strengthening both people and communities.

DESCRIPTION OF DUTIES: Education/Volunteerism AmeriCorps Member Service Description

High Rocks AmeriCorps members will recruit volunteers and coordinate opportunities for them, and help to run after-school and summer programs. As a result of these activities, volunteers and students will gain increased self-efficacy, persistence and problem-solving skills on their way toward becoming life-long learners and leaders in resilient communities.

Community Capacity Building/Volunteerism/Community Engagement

- Strive to increase volunteer recruitment, retention, and satisfaction
- Provide information about volunteer opportunities to volunteers and to the general public
- Assist with volunteer management, including training, direct activity coordination, and hosting
- Maintain Volunteer Activity Logs and have volunteers fill out applications and waivers
- Engage effectively with volunteers – communicate the outcomes that volunteerism will achieve
- Build relationships with ongoing volunteers
- Assist with writing thank you letters, coordinating volunteer celebration events, and contributing to day-to-day organizational culture of appreciation and recognition of volunteer contributions
- Build relationships with community partners to develop collaborative volunteerism opportunities
- Assist with Disaster Services or emergency plan implementation in the event of disaster response
- Build, repair, weatherize, or improve energy efficiency of housing for the low-income, disabled or veterans
- Community Outreach

Education/Engagement in Learning

- Strive to improve student academic engagement and high school graduation and college enrollment rates
- Recruit students by contacting them by phone and social media, presenting to groups, creating and distributing flyers, assisting with transportation plans
- Deliver innovative and inspiring programming, or provide support to make educational programs possible
- Serve as a mentor to constituents, and build relationships with all participants; challenge yourself to find opportunities to interact with each one
- Maintain Program Attendance Logs and have new participants fill out contact cards and surveys
- Coordinate trips for students to visit colleges and events for students to learn about college planning

Health and Wellness

- Strive to increase participant knowledge and positive attitudes about healthy food, nutrition, gardening, and food purchase and preparation practices.



- Assist with coordinating educational programs including planning, advertising, recruiting, logistics and hosting
- Facilitate food literacy and nutrition education activities
- Provide physical activities for youth to become more fit
- Deliver educational programming on stewardship and environmentally conscious practices
- Assist with maintenance of food production demonstration plots and produce distribution
- Assist with menu planning and food preparation to increase the amount of healthy food and vegetables served for program meals and snacks
- Build collaborative relationships with community organizations promoting health and wellness
- Distribute educational materials and be available to discuss with constituents
- Build or improve trails, clear or remove invasive species, and plant native plants on public or non-profit owned land
- Recycling and composting

Self-advocacy/Leadership

- Strive to increase participants' self-advocacy, self-efficacy, leadership, confidence, motivation, idea creation/implementation, and educational and career aspirations
- Assist with coordinating and implementing service-learning opportunities
- Build community partnerships promoting self-efficacy and service-learning
- Support college students to succeed and graduate

Attitude, Responsibilities and Program Leadership

- Strive to create an environment of learning and inspiration and contribute to positive organizational culture and attitudes
- Use your skills to help our programs better serve more people
- Respect the confidentiality of the work High Rocks does and the communities it serves
- Be a positive representative of the organization in the community
- Contribute as a team player to programming events and projects developed by fellow AmeriCorps members, staff, and community volunteers
- Collaboratively contribute to program calendar and task management systems
- Contribute writing and photography for blog, website, newspaper and radio PSAs, other media
- Monthly reports and program and participant evaluations
- Accurate record keeping including data collection and entry

Training

- Participate in required High Rocks trainings
- Participate in meetings with your supervisor and planning meetings relevant to your service
- Participate in any events required by Volunteer West Virginia including Swearing In.
- Participate in professional development trainings such as Conflict Resolution, Goal-setting and Time Management, Group Facilitation to promote an atmosphere of acceptance where everyone feels heard; no more than 20% of all AmeriCorps member service hours may be spent in education and training activities

Fundraising

Fundraising activities are limited to those specifically related to educational, volunteer, and non-profit projects that the member serves with directly, and can account for no more than 10% of their total time.

Unallowable Activities

- Members cannot provide a direct or indirect benefit to for-profit farms, for-profit farmers, or other for-profit businesses or their staff
- See your service agreement for the full list of prohibited activities

QUALIFICATIONS

- Ability to manage time efficiently
- Proficiency with Microsoft Office
- Strong communication skills
- 17 years of age at the commencement of service
- Citizen, national, or lawful permanent resident alien of the United States
- High school diploma or equivalent; *or* Not have dropped out of elementary or secondary school to enroll as an AmeriCorps member and must agree to obtain a high school diploma or its equivalent prior to using the education award; *or* Obtain a waiver from the Corporation of this requirement based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; *or* Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091)
- Agree to provide information to establish eligibility for AmeriCorps service and to complete a National Criminal History Check
- The following are required because this AmeriCorps member will have recurring access to vulnerable populations: Completion prior to start of service of the Field Print and True Screen criminal history and sex offender checks; make no false statement in connection with the criminal history and sex offender checks. Convictions of sexual offense or of murder are immediate disqualifications for National Service with AmeriCorps. The term recurring access means the ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

COMMITMENT REQUIRED

The required minimum number of hours and end of term date are set forth in the attached Service Agreement. High Rocks AmeriCorps members are expected to complete the required minimum number of hours prior to the end of term. Supervisors will regularly review the service schedule and make adjustments as necessary to ensure the member has sufficient opportunity to complete the required number of hours prior to the end of term. Weekly hours may vary in order to account for holidays, sick days, and other time off, and weekend and evening activities may be required.

PERFORMANCE EVALUATIONS

Performance evaluations will address whether the member has completed the required number of hours; whether the member has satisfactorily completed assignments; and whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

PROGRAM BENEFITS

- A living allowance of \$608.35 (pre-tax) twice per month
- A Segal Education award of \$3,097.50 (upon satisfactory completion of service)
- Healthcare coverage (if eligible and serving a term of 900 or more hours)
- Childcare coverage (if eligible and serving in a full-time capacity)
- Travel assistance to trainings and service sites
- Student loan forbearance and interest payments (for qualified loans, if applicable and requested)