



**Marshfield Clinic Health System AmeriCorps Volunteer Wisconsin**  
<http://marshfieldclinicamericorps.org/>

AmeriCorps, often referred to as a domestic Peace Corps, places individuals within communities to spend a year of their life serving others. Marshfield Clinic Center for Community Outreach is a national service grantee that places individuals with afterschool host sites across Northwestern, WI.

**MCHS AmeriCorps Volunteer Wisconsin** ~ Program Description: This program places individuals with nonprofit organizations across Wisconsin to build and strengthen volunteer programs. Individuals will receive focused training in volunteer management then assist with such tasks as: recruiting, training and supervising volunteers; creating volunteer handbooks, application forms, and brochures; writing position descriptions; updating website content and coordinating social media; and other (non-volunteer) tasks specific to the mission of the nonprofit.

This posting is an offer of a shared placement with Friends of Willow River and Kinnickinnic State Parks, Inc (The Friends) and the St. Croix River Association (SCRA). This full time placement will be half-time with The Friends and half-time with the SCRA.

Organization Missions

*The Friends is a nonprofit organization that supports the parks in fulfilling their mission to park visitors in a variety of ways including providing a nature center experience and presenting educational programming to park visitors.*

*SCRA is the official nonprofit partner of the St. Croix National Scenic Riverway, a unit of the National Park Service, with a mission to protect, restore and celebrate the Riverway and its greater watershed.*

Placement Information

*Friends of Willow River and Kinnickinnic State Park*

During a typical day of service as volunteer development coordinator the AmeriCorps member will work closely with the lead naturalist and will develop the volunteer base by:

- Preparing recruitment materials
- Presenting to local groups, organizations and clubs, as well as volunteer and outreach fairs
- Managing the existing volunteer base
- Being present in the nature center to greet visitors and promote opportunities
- Providing volunteer training
- Connecting volunteers with current needs and upcoming events
- Providing support for various programs and special events

*St. Croix River Association*

The AmeriCorps member will report to the River Connections Steward to engage, recruit and oversee new volunteers, as well as support the development of an organization-wide volunteer program by:

- Updating the current volunteer manual;
- Communicating volunteer opportunities to current volunteers and the greater public;
- Assisting with the training of established and new volunteers;
- Overseeing current, new and one time volunteers;

- Working with staff to strategically recruit volunteers for specific volunteer needs;
- Tracking and improving systems around tracking volunteer metrics;
- Supporting volunteer driven programming at SCRA, such as education and outreach.

**Period of Service:**

Monday, September 11, 2018 – August 31, 2019. (End date is negotiable)

**Benefits:**

- \$528.15 (gross before taxes) bi-weekly payroll for term of service
- Health & Dental Insurance – option to enroll with premium paid in full for member only
- Childcare assistance (if qualified)
- \$5,920 education award upon successful completion of the term of service
- Forbearance on qualified student loans and interest accrual payments while serving. (taxable)
- Service gear
- Work Experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration and accountability)
- Housing available for a reasonable monthly fee

**Required Orientation & Training (expenses covered):**

- September 11 - 14, 2018
- January 2-4, 2019

**What it means to serve in AmeriCorps**

Applicants must be willing to serve for the duration of the term of service (1700 hours minimum), averaging approximately 35-40 hours a week. Members must also be able to handle the financial commitment made by accepting the position. Applicants must be 19 years of age by September 11, 2018, possess a high school diploma or GED/HSED, and agree to and pass a criminal and Department of Motor Vehicles background checks.

**How do I apply?** - The application for AmeriCorps placement with Friends of Willow River and Kinnickinnic State Parks, Inc, is available at [WillowKinniFriends.org](http://WillowKinniFriends.org)

For additional information about this opportunity please contact [rthofern@willowkinnifriends.org](mailto:rthofern@willowkinnifriends.org) or [naturalist@willowkinnifriends.org](mailto:naturalist@willowkinnifriends.org)