



CITY OF SELMA, ALABAMA
INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED

Position: Director- Selma AmeriCorps
Reports to Director – Planning and Development
Subordinate Staff: AmeriCorps Staff
Department: Planning & Development
Location: 222 Broad Street Selma, Alabama 36701
Status: Regular, Full/Time up to 40 hrs./wk. – Grant Funded
Schedule: Monday – Friday- some Weekends
Rate of Pay: \$40,000.00 –\$49,900.00 Annually

This position is critical to the successful provision of the AmeriCorps Program to Selma and surrounding areas. The primary function is to manage the overall AmeriCorps Program to ensure that performance measures are met as set forth by the Corporation of National and Community Service as well as the Governor's Office of Volunteer Services.

Primary Responsibilities:

- Advertise, interview, recommend for hire and supervise all AmeriCorps staff and members
- Conduct regularly scheduled program staff meetings; assure necessary member pre-service training and on-going in-service training; collaborate with local AmeriCorps programs for training, recruitment, service projects and statewide functions
- Act as primary contact for clients
- Assure that program meets grant performance measures; prepare reports to satisfy requirements of external contracts supporting the AmeriCorps program; prepare and manage AmeriCorps grant and budget; manage all required AmeriCorps reports, projects, and functions.
- Manage continuous quality improvement activities for program
- Participate in quarterly state monitoring site visits; responsible for overseeing member coordination of AmeriCorps program related to services rendered; maintain effective relationships with program partners, referral agencies, and host sites; attend all program related events in order to promote awareness and support of the program
- Comply with and enforce AmeriCorps policies and procedures; responsible for enforcing employee performance policies for AmeriCorps staff; responsible for duties of Program Staff during extended absence or replacement of Program Staff
- Other duties and responsibilities as assigned by the Mayor, Governor's Office of Volunteer Services, and Corporation of National and Community Services

Qualifications:

Bachelor's Degree in Business Administration or the equivalency in related field; Minimum of 30 wpm typing skills; some grant writing skills and knowledge; some curriculum software application development

Required:

Proficient in Microsoft Office (Word, Excel, PowerPoint, and Publisher), Internet browsing/surfing, and E-mail usage; Excellent communication skills (both written and oral); 2 years grant management and budgeting skills; 2 years' supervisory skills; interact with people of varying backgrounds without prejudice or discrimination; reliable transportation; strong commitment to service

Must possess a valid Alabama Driver's License or State Issued ID.