



# AmeriCorps St. Louis

*See the Need, Meet the Need*



1315 Ann Avenue · St. Louis, MO 63104 · (314) 772-9002 · acstl.org · admin@americorps-stl.org ·

## AMERICORPS ST. LOUIS : MEMBER DEVELOPMENT DIRECTOR

Type:	Full Time - Exempt	Starting Salary:	\$38,000 – \$42,000 – DOE
Location:	St. Louis, MO 63104	Benefits Eligible:	Full per Staff Policies
Reports to:	Executive Director		

The **Member Development Director** is responsible for all aspects of AmeriCorps St. Louis Member recruitment, hiring, training, and development. From first contact through completion of the program, the Member Development Director is a supportive resource to members, guiding their development and ensuring that the service term experience is in alignment with ACSTL's mission. The Member Development Director is responsible for implementing a strategy to successfully recruit and retain high-quality AmeriCorps members. This role includes coordination of a 5-week training and orientation period and annual member development calendar. Additionally, the Member Development Director is responsible for ensuring the program meets all standards and requirements of the AmeriCorps grant. A successful candidate will have demonstrated ability in developing relationships across diverse populations, past experience with coaching / counseling young adults, and creative perspectives on marketing strategies for ACSTL's unique national service term experience.

### Recruitment

- Develop and implement recruitment strategy including online promotion and outreach events
- Innovate and initiate new recruitment and retention strategies and partnerships
- Contribute to the development of recruitment materials supported by the Outreach Manager
- Act as primary point of contact for potential members
- Log and report member pipeline activity: new applicants, withdrawals and rejections
- Maintains application process and timely contact with applicants
- Leads recruitment committee and facilitates committee member recruitment activities, including schedule and completion of interviews and approval of member offers
- Support Operations Manager in the preparation and execution of the member onboarding process to ensure complete and accurate member files
- Update interview materials and position descriptions as needed
- Provide resources to support the relocation of members to the St. Louis area

### Development & Training

- Lead the development and implementation of an annual Member training and development plan
- Implement training calendar to achieve service term training objectives
- Assist in the development and implementation of technical and fundamental leadership trainings
- Coordinate third-party training opportunities as needed
- Provide Members with resources to be effective in field operations
- Monitor and track the completion of Member trainings and certifications
- Promote positive relations and practices to establish and maintain an inclusive environment
- Support Field Staff to ensure adherence to quality standards, policies and procedures, and provide timely and relevant coaching as needed
- Assist with member well-being and compliance by conducting member performance reviews (mid-year and end-of-year) and periodic member check ins
- Support positive post-service results through the development and implementation of Life After AmeriCorps programs
- Manage member disciplinary and grievance issues
- Assist with the development and annual review of program policies and procedures for continuous quality improvement
- Assist with gathering/compilation of evaluation data to support decision-making and funding requests

### AmeriCorps Grant Management

- Support Member timesheet submissions and approvals
  - Assist in preparing and reporting of AmeriCorps grant
  - Support management of Member records, ensuring enrollment and exit in compliance with program policies
  - Attend Missouri Community Service Commission meetings and trainings as necessary.
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### **QUALIFICATIONS**

- Prior experience in recruitment strategies, training / coaching, DEI practices, and leadership programs
  - Prior experience supporting young adults through life transitions
  - Proven ability to work effectively across wide ranging skills, communication styles, and interests
  - Strong interpersonal and public communications skills, written and verbal
  - Knowledge of and enthusiasm for the principles and practices of individual and program development
  - Proficiency in Microsoft Office, Google Suite and cloud-based HR / CRM systems
  - Demonstrated leadership experience
  - Prior AmeriCorps or national service experience preferred
  - Valid driver's license with insurable driving record and satisfactory criminal history background check
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### **SITE CONDITIONS**

Flexibility in working hours is required on evenings, weekends and holidays as needed. Periodic overnight travel required. To successfully perform essential functions this position is required to sit, stand, walk, speak, and hear. This position may be required to climb, balance, stop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions. Regular in-person office hours: Monday – Friday, flexible 40-hour work-week; occasional weekends or evenings as needed.

*ACSTL is committed to building a culturally diverse team and fostering an environment of respect and inclusiveness amongst all regardless of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against those who oppose discrimination and harassment or who participate in an equal opportunity investigation. Candidates of diverse backgrounds and ACSTL alums are encouraged to apply.*

While this position description describes the general nature and level of work, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at ACSTL may require additional duties as needed.

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### **ORGANIZATION DESCRIPTION**

Founded in 1994, AmeriCorps St. Louis (ACSTL) is a 501(c)3 non-profit organization engaging annually approximately 40 full-time AmeriCorps National Service Volunteers in community service. Over 30 years, ACSTL boasts more than 1,200 AmeriCorps alums. Regularly, ACSTL Members travel throughout Missouri and other states completing service projects in partnership with government agencies and nonprofit organizations. In times of crisis or disaster, ACSTL is an available resource to support local, state, and national response services. In addition, ACSTL provides outreach and support services for unhoused neighbors in the St. Louis area.

The MISSION of AmeriCorps St. Louis is to enhance the professional skills and lifelong ethic of those who serve; to respond to critical unmet needs in the areas of disaster response and environmental conservation; to leverage service of volunteers; and to build the capacity of our partnering agencies and communities we serve.

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### **TO APPLY**

Apply online at [www.americorps-stl.org/join-our-staff/](http://www.americorps-stl.org/join-our-staff/). A resume, cover letter and contact information for 3 references is required. Cover letter should include a description of a past experience of serving effectively with diverse communities to accomplish successful projects, in a professional or volunteer role. If you do not have access to apply online, please email your resume, cover letter and references to [hr@americorps-stl.org](mailto:hr@americorps-stl.org) with the subject line “Member Development Director – Applicant.”