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## **AmeriCorps VIP Fellow at Pacific Symphony**

**POSITION:** AmeriCorps VIP Fellow

**SERVICE TERM:** August 2024 – June 2025

**HOURS:** Full-time; 1700 hours total that include daytime plus evening and weekend concert hours

**REPORTS TO:** Pacific Symphony Senior Director of Volunteer Services

Pacific Symphony is the premier Symphonic orchestra in Orange County. Through exceptional musical performances, educational opportunities and community programming, Pacific Symphony inspires, engages, and serves Orange County and Southern CA region.

### **Position Summary:**

Pacific Symphony is looking for an AmeriCorps Fellow to work with our Volunteer Services Department. The AmeriCorps Fellow that we select should have a passion for the arts, music, and love volunteering. This individual should be a college graduate who is looking for a great experience in the nonprofit sector, especially in an arts organization.

AmeriCorps Fellows work in nonprofit, education and community organizations that serve children, youth, and families to build capacity and develop their volunteer programs through the Volunteer Infrastructure Project (VIP). They do this through 1) building sustainable systems to track, support, manage, and train volunteers; 2) recruiting one-time and skills-based volunteers; and 3) raising funds to support the development of the volunteer program. Partner sites change annually based on community and agency needs. This position is a valuable opportunity to develop and apply leadership skills and to make a lasting difference. Extensive training in volunteer management, arts administration, and nonprofit professional skills is offered.

### **Program Overview**

VIP Fellows are AmeriCorps members who leave a legacy in the communities they serve by building strong, sustainable volunteer programs in existing service organizations. Each VIP Fellow dedicates their service to a single Partner Site, working "behind the scenes" of service to enable volunteers to take part in

meaningful service positions. VIP Fellows are a part of a statewide network of 180 Fellows and are placed in small teams within their community and meet regularly for collaboration and training.

### **Position Responsibilities:**

- Develop and implement a volunteer program, including the development of position descriptions, assessments, training programs, and other tasks as outlined on the VIP Work Plan.
- Recruit, train and engage skilled community members as volunteers for Pacific Symphony's music programs that support children, youth, and families.
- Develop a system to support, track and recognize volunteers throughout the year.
- Contact local businesses and franchises to establish new relationships that provide augmented support to Pacific Symphony.
- Secure funding, in-kind donations, and corporate volunteers to support the volunteer program by maintaining and nurturing business partnerships.
- Participate in required training and professional development opportunities, including orientation(s), cohort meetings, Pacific Symphony meetings, webinars and state trainings.
- Positively represent Pacific Symphony in all professional settings.

### **Desirable Characteristics:**

- Strong personal standards of excellence, ethics, and integrity. Possess ingenuity and a can-do spirit. Energized by serving others.
- Possess leadership and interpersonal skills to build positive relationships with staff, work cooperatively in group situations, and effectively respond to and resolve conflicts.
- Strong written and verbal communication skills. Comfortable speaking in public and working with diverse audiences.
- Organizational skills and the ability to effectively handle multiple tasks. Ability to problem solve and approach situations creatively.
- Ability to adapt to change in work environment, respond to feedback, and effectively handle competing demands.
- Proficient in relevant technology.
- Experience with community service, training, or leadership development.
- Eligibility Requirements:
  - Be a U.S. citizen or legal permanent resident.
  - Possess a HS Diploma, Bachelor's degree or higher is preferred.
  - **Musicians are welcome!**
  - Agree to and clear a criminal background check.

- Be available to commit to serving 40 hours per week for up to eleven months of service.
- Must have reliable transportation and ability to travel to various training and service locations.
- Have served no more than two terms in an AmeriCorps state or national program. \*

**Benefits:**

- Opportunity to make a positive impact in the community.
- Monthly living stipend of \$2,727,27
- AmeriCorps members that successfully complete a Full-time 1700-hour service term approved through FY 2024 AmeriCorps State funding will be eligible to receive the following Service Awards - \$7,395.00 Segal AmeriCorps Education Award and \$2,605.00 California For All Education Award, pending annual California State Budget approval. Members may use the education award to pay for current educational expenses at an eligible institution, to repay qualified student loans, or to do both.
- Student loan deferment and interest reimbursement at completion of term
- Health benefits and childcare assistance if qualified
- Extensive training, professional development, and experiential learning opportunities

**To Apply:** Please send resume and letter of interest to Abby Edmunds, [aedmunds@pacificsymphony.org](mailto:aedmunds@pacificsymphony.org)