



## **VOLUNTEER MARYLAND JOB ANNOUNCEMENT**

### *Program Manager*

#### Mission:

Volunteer Maryland (VM) is an AmeriCorps program which meets critical community needs in partnership with nonprofit and government agencies across Maryland. Each year, Volunteer Maryland works with local communities to build effective volunteer programs and mobilize thousands of citizens in direct community service. Since 1993, the program has partnered with over 500 agencies and recruited over 500 AmeriCorps members, who, together, have mobilized over 76,000 volunteers in service across the state. Volunteer Maryland is a program of the Governor's Office.

#### Purpose and scope of position:

The Program Manager (PM) will oversee the AmeriCorps ★ VISTA program at VM. In addition, the Program Manager will process, track, and report all payments and revenue for all aspects of Volunteer Maryland. The Program Manager will work closely with Preston Complex and GOCI staff to maximize resource sharing, logistics, and communications between VM, the Governor's Office, and State Government. As a member of the Volunteer Maryland Support Team, the Program Manager will also take an active role in all aspects of Volunteer Maryland organizational development.

#### Description of core duties:

- Manage current VISTA members and Sponsor Agencies, including conducting regular site visits, assisting with preparation of reports and materials, providing resources, and attending site events.
- Establish and maintain partnerships with VISTA host sites;
- Collect, compile, and report on all VISTA Project activities;
- Manage recruitment, selection, orientation, and training for VISTA Leaders;
- Design and implement improvements related to outreach, tracking, evaluation, and monitoring.
- Oversee VISTA program logistics
- Process, track, and report all revenue and payments
- Manage program equipment, supplies, and inventory
- Engage in staff planning, organizational development, and continuous program improvement.

Qualifications:

The ideal candidate will be able to complete the core duties above and:

- have experience with AmeriCorps or another national service program;
- have an interest in and commitment to community service and volunteerism;
- have at least three years relevant professional experience;
- demonstrate strong computer and Internet skills (especially MS Office programs);
- demonstrate excellent verbal and written communication skills;
- demonstrate excellent attention to detail and ability to manage multiple projects and tasks; and
- be committed to active participation in all aspects of VM team work.

Benefits: Salary commensurate with experience, full State of Maryland benefits; strong positive team environment, direct community service, and extensive professional development opportunities provided each year

Hours: 9:00 am – 5:30 pm, Monday – Friday; occasional evening and weekend hours

Start Date: October 2009

Location: 301 West Preston St., 15<sup>th</sup> Floor  
Baltimore, MD 21201

Some off-site training and site visits will be required.

Supervisor: Volunteer Maryland Director

Evaluation procedure:

The Director and Program Manager will create an annual work plan and meet weekly to assess progress towards goals and make adjustments to the work plan goals and timeline as necessary. All VM staff members complete regular written progress reports, engage in collective program evaluation (written and verbal), and participate in performance evaluations each year.

To apply:

Please send a cover letter and resume to: Maureen K. Eccleston, Director  
Volunteer Maryland  
301 West Preston St., 15<sup>th</sup> Floor  
Baltimore, MD 21201  
[meccleston@volunteermaryland.org](mailto:meccleston@volunteermaryland.org)