



United Ways of Iowa

Iowa Reading Corps AmeriCorps Program Director

Overview

The AmeriCorps Program Director will lead program implementation and execution to ensure all stakeholders have an exceptional experience. The Program Director is responsible for implementing a strategy to successfully recruit and retain high-quality AmeriCorps members. The Program Director is also responsible for developing and maintaining effective relationships with key site contacts and AmeriCorps members, as well as facilitating training and coaching, to ensure successful Reading Corps implementation with high fidelity to the model. Additionally, the Program Director is responsible for ensuring the program meets all standards and requirements of the AmeriCorps grant.

The AmeriCorps Program Director reports to the United Ways of Iowa Executive Director and will supervise Iowa Reading Corps Program Manager.

1. ESSENTIAL ACCOUNTABILITIES

Program Oversight

- Responsible for strategic planning related to program growth and site promotion;
- Serve as a spokesperson for Iowa Reading Corps to a variety of audiences, including school personnel, United Ways, potential funders, key legislators and others;
- Serve as liaison to Iowa Department of Education regarding program implementation rules according to Iowa Code;
- Supervise additional Iowa Reading Corps program staff in the performance of their stated duties.

AmeriCorps Grant Oversight

- Maintain sound organizational management and documentation systems and practices compliant with federal laws and regulations, Corporation for National and Community Service (CNCS) requirements and Iowa Commission on Volunteer Service (ICVS) policies and procedures;
- Define and revise a theory of change for how the program activities will lead to long term results, including performance measures with outcomes;
- Utilize appropriate data collection instruments to analyze and complete reports on member and program performance as demonstrated by the data
- Utilize quarterly and annual data to make ongoing improvements to strengthen the program;
- Actively participate in managing the budget of the program; work cooperatively with financial and leadership staff to develop practices that effectively plan for and manage program funds and provide for accurate documentation;
- Plan and participate in skill and knowledge-building educational opportunities that promote personal and professional growth.

Site Management and Support

- Ensure site accountability to the program expectations and requirements as outlined in the Reading Corps school site agreement;
- Develop strong partnerships with Reading Corps schools to support overall program goals, ensure fidelity to the Reading Corps program model and promote quality member experiences;
- Ensure proper training and monitoring of Reading Corps sites and Internal Coaches;
- Educate school principals and personnel about the Reading Corps program model;
- Facilitate structured site visits with legislators and program supporters at key Reading Corps schools to educate interested parties on the program model.

Member Management and Support

- Provide support and guidance to AmeriCorps members to ensure fidelity to the Reading Corps program model and adherence to federal AmeriCorps regulations through site visits, email and phone call communication;
- Utilize sound human resource and inclusion practices and principles to recruit, enroll and retain member positions as detailed in the approved AmeriCorps grant;
- Provide members with written service agreements outlining program requirements and expectations;
- Conduct mid-term and end-of-term performance evaluations with AmeriCorps members to track progress;
- Develop member and site supervisor handbooks and make updates to policies and procedures as needed.

Training

- Develop and facilitate a comprehensive member training plan, designed to ensure that members receive the federal, state and program required trainings, and maintain appropriate documentation thereof;
- Collaborate with Minnesota Reading Corps staff in establishing a program-specific training calendar in order to deliver high-quality literacy training for Iowa Reading Corps AmeriCorps members and Internal Coaches
- Order, organize and prepare materials for training.

2. COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Competencies

- **Relationship-Oriented**
 - Builds relationships with local United Ways, schools and school districts, education stakeholders, potential funders and key legislators
 - Knows and can successfully articulate the organization and program mission, vision and values to other stakeholders and collaborators
- **Collaborator**
 - Builds consensus and support with diverse stakeholders
 - Demonstrates coalition-building skills with the ability to explain, advocate and articulate facts and ideas in a persuasive manner and to negotiate with individuals and groups both internally and externally
 - Displays strong listening skills and can clearly state the point of view of others
 - Works collaboratively with others to achieve common goals and positive results
 - Supports and encourages others to achieve objectives
 - Demonstrates ability to negotiate and compromise without losing sight of core values and objectives; seeks win-win solutions
 - Gives credit and recognition to others who have contributed
- **Results-Driven**
 - Sets and maintains high performance standards for self and others that support organization and program strategic plans
 - Ability to self-motivate to achieve results
 - Holds self and others accountable for achieving results
 - Models excellence and motivates fellow members to follow example
 - Challenges self and others to achieve “stretch” goals
 - Shows passion for improving delivery of services with a commitment to continuous improves
 - Motives other to translate ideas into actions and results
- **Mission-Focused**
 - Communicates effectively the program’s work to engage and energize members, donors, volunteers, advocates and all other constituents

- Develops relationships to enhance and contribute to organizational and program effectiveness
- Focuses own work and that of others on needs and aspiration of communities, schools and students

Knowledge

- Knowledge of the mission and objectives of AmeriCorps, the Corporation for National and Community Service and the Iowa Commission on Volunteer Service
- Knowledge of state and federal grant programs and grant application processes; knowledge of the various community programs relating to grant goals

Education

- Bachelor's degree in human services, education or related field. Graduate degree preferred. Significant life and work experience may substitute for education

Experience

- Two to three years of experience in high-quality and effective program management
- Two to three years of experience in management of an AmeriCorps or national service program preferred
- Experience in coalition building or community organizing preferred

Computer Skills

- Experience with computers, Microsoft Office Product, internet and information management systems

3. TRAVEL REQUIREMENTS

This position requires regular local and statewide travel. This travel will include overnight stays, potentially for multiple days.

4. COMPENSATION

Salary Range for this position is \$38,000 - \$42,000 based on skills and experience.

To Apply

If interested, please send cover letter and resume to Deann Cook, United Ways of Iowa Executive Director, at exec@uwiowa.org. Position will remain open until filled.