

Forever Balboa Park (FBP)

Position Description

Position Title:

AmeriCorps VIP Fellow

Reports to:

Andrea Smith, Volunteer Project Manager

Job Summary:

- If selected, the candidate will need to apply and be accepted to the AmeriCorps VIP Fellowship, a separate program from Forever Balboa Park. Please see the requirements and further details [here](#).
- AmeriCorps VIP Fellow will assist in developing and continuing the Forever Balboa Park's Trail Stewards program that engages skills-based and one-time volunteers.
- Work with partners such as Parks and Recreation for the development and continuation of the Trail Stewards program.
- Will work with FBP staff and leaders to identify needs and design impactful volunteer opportunities based on the Points of Light Service Enterprise guidelines for one-time volunteer programs and other long-term volunteer programs such as Tree Stewards, Park Ambassadors, Garden Stewards and internships.
- The VIP fellow will recruit and train community members as volunteers for new programs and for park-wide events such as Cinco de Mayo, Food Truck Fridays, Holiday Food Truck Festival, Spring Fling Food Truck Festival, Halloween Family Day and December Nights.
- Utilize the VIP Work Plan to build systems for tracking, training, managing, and evaluating volunteers
- Serve side-by-side with volunteers in the Tree Stewards, Park Ambassadors, and Garden Stewards programs to provide guidance, and better understand the volunteers' needs while improving the volunteer experience
- Participate in professional development opportunities including orientation, regular meetings and National Days of Service with local VIP cohort, one regional retreat, and online training

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- Assist volunteers in use of Volgistics to track their hours as well as run internal reports
- Some evenings and weekends will be required
- Other duties as assigned

Qualifications and Skills:

- Excellent time management and organizational skills
- Effective communicator
- Needs to work well both independently and with a team and display excellent follow through and self-initiative
- Capacity to take direction and embrace constructive feedback
- Ability to work professionally and collaboratively in a team setting and semi-open office environment
- Strong attention to detail, yet able to see the broader picture

Physical Demands:

- Ability to lift 30 lbs
- Ability to sit for prolonged periods of time
- Ability to stand/walk for 1.5 hours continuously
- Ability to sit at a desk and view a computer screen for long periods of time
- Ability to bend, stoop and reach