

Lifelong Maine AmeriCorps Member Job Description

Title: Community Project Organizer – Technology/Tablet Program

Position Summary: Through the Lifelong Maine AmeriCorps Program, the Community Project Organizer – Technology/Tablet Program will work with local residents and the Dexter Age-Friendly Committee (DAFC) to increase the capacity of the DAFC to meet its mission, vision, and implementation goals by further developing the existing Technology/Tablet program to meet the needs of the Dexter community.

In collaboration with the Human Services Director and the DAFC, the Community Project Organizer will:

- Establish and maintain a working committee and coordinate meetings to establish goals and objectives and monitor progress.
- Develop evaluation tools that will allow the project(s) to respond quickly and flexibly to emergent needs.
- Identify community assets that the lifelong community can deploy to expand the reach and effectiveness of the program, service, or activity.
- Create support systems to better recruit and manage at least five (5) additional volunteers from the community who will assist in identified project(s).
- Identify and procure resources and funding for project(s) as needed.
- Develop a communication plan and materials for outreach efforts to potential participants.
- Engage and educate individuals, groups, and organizations in the community to identify partners for the project and/or future development of the Lifelong Community programs and efforts.
- Obtain feedback from participants and community partners to expand, strengthen, and sustain meaningful change.

Skills/Qualifications:

- Completion of a Federal criminal history background check (fingerprints).
- Volunteer must be at least seventeen (17) years of age.
- Outgoing personality and ability to work with people of different ages and from a variety of backgrounds.
- Well-honed organizational skills with ability to manage diverse projects simultaneously.
- Excellent oral and written communication skills, interpersonal skills and self-motivation.
- Positive, proactive and personable team player.
- Ability to work independently and as part of a collaborative team.
- Comfort using traditional communication methods (e.g., telephone, flyers) as well as social media and digital communication preferred.
- Special interest in building community-wide engagement to increase social, economic and racial justice.
- Experience in grassroot community projects such as volunteer transportation, food security initiatives, and/or group facilitation is preferred but not required.

- Experience in lifelong community work is preferred but not required. (This experience can be within any lifelong community model such as “age friendly communities,” “villages,” “aging in community,” etc.)

Time Commitment:

Part-time 20 hours per week for a total of 900 hours of service during the 12 month service year.

Training and Support:

Community Project Organizers will be provided ongoing and regular support in the enhancement of the Technology/Tablet Program by the Dexter Human Services Director, the DAFC, a Lifelong Communities Fellow, in addition to ongoing training and resources as provided by UMaine’s Center on Aging (COA).