



## SAFE ROUTES TO HEALTH AT MICHIGAN FITNESS FOUNDATION

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### Michigan Fitness Foundation Position Description

**POSITION:** AmeriCorps Program Coordinator

**REPORTS TO:** Vice President of Programs

**FTE:** 1.0 FTE

**EDUCATION AND EXPERIENCE:** Bachelor's Degree in community development, health promotion, education, urban planning, human resources, or related fields. Master's Degree in public health related-field, management, or human /public services strongly preferred. AmeriCorps program management experience preferred.

**SUMMARY:** The Program Coordinator will supervise 20 halftime AmeriCorps members through support, development, and monitoring to oversee members' implementation of six program components that comprehensively support health, wellness, and physical activity behaviors in host communities statewide. This position will also provide AmeriCorps compliance monitoring of federal rules and regulations and assist with technical aspects, evaluation, and program development for SR2H.

The Program Coordinator position begins September 1, 2019 and ends August 31, 2020 with possibility for renewal. Funding for this program is provided through a grant from the Michigan Community Service Commission and Corporation for National and Community Service. SR2H is a federally-funded grant program.

**ABOUT SAFE ROUTES TO HEALTH AMERICORPS PROGRAM:** Safe Routes to Health AmeriCorps Program at the Michigan Fitness Foundation (SR2H) focuses on addressing unmet health needs in underserved, low-income communities. It was developed by assessing both barriers to healthy living and opportunities to overcome those barriers. Using a multigenerational approach to reach across an entire community, SR2H engages AmeriCorps Members to connect citizens to health, wellness, and physical activity programs by implementing program components and recruiting local community volunteers to create sustainable change. The primary goal is to build healthier communities and improve conditions where people live, learn, work, and play through grassroots efforts. Additionally, the program offers AmeriCorps Members the opportunity to gain valuable experience while empowering area residents to lead longer, healthier, and more fulfilling lives.

#### **ESSENTIAL FUNCTIONS:**

- Directly and remotely supervise and mentor 20 part-time AmeriCorps members in service sites statewide on a daily and ongoing basis by completing tasks related to member management including recruitment, selection, onboarding, scheduling, record keeping, timesheet approval, payroll, travel reimbursement, service deliverables, performance reviews, and professional development trainings
- Oversee the planning and site implementation of 6 program components -- *Food Navigators at Farmers Markets; Fresh Conversations; Health through Literacy; Cooking Matters at the Store Tours; Get Active!; and Rec-Connect™*
- Monitor program compliance with the federal rules and regulations governing AmeriCorps programs
- Track and assess appropriate project requirements, outcomes, and deadlines
- Create and maintain performance monitoring systems that promote achievement and accountability
- Oversee OnCorps online reporting and provide technical assistance to members and site supervisors as needed, including the submission of quarterly progress reports
- Serve as principal liaison to members, site hosts and supervisors, Michigan Fitness Foundation, and MCSC for day-to-day program implementation and any related issues



## SAFE ROUTES TO HEALTH

AT MICHIGAN FITNESS FOUNDATION

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- Review, write, edit, and finalize SR2H training materials for member onboarding and ongoing professional development
- Support evaluation activities including compiling, editing, and writing qualitative and quantitative reports and other documents as required by the grant
- Conduct regular and ongoing statewide site visits to monitor host site compliance, conduct in-person check-ins with members and site supervisors, provide training and assistance, and recruit and interview potential members and volunteers
- Oversee and monitor SR2H marketing, print and social media engagement, and all recruitment materials under the supervision of MFF communications staff
- Participate in AmeriCorps Program Director trainings, events and community service as required
- Travel independently in-state and out-of-state, on weekdays and weekends
- The physical environment may require the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions

### **QUALIFICATIONS:**

Interest and/or experience in any of the following: professional development, health, nutrition, literacy, physical activity, education, parks and recreation, hospitality, and event planning

- Dedication to professional development and community service
- Detail oriented with the ability to organize, oversee, and manage a wide variety of people and activities in multiple locations
- Excellent planning and time-management skills
- Excellent verbal communication and interpersonal skills
- Excellent writing, research and analytical/problem solving skills
- Strong ability to manage remote teams with a record of comprehensive supervisory experience that includes the ability to build rapport with members to boost morale, productivity, and team cohesion, while balancing multiple member schedules and adhering to deadlines
- Strong capacity to be flexible and adaptable to varied circumstances
- High degree of independence, flexibility, initiative, nuance, and commitment
- Volunteer recruitment and management skills a plus
- Experience with remote communication tools for video conferencing, webinars, and conference calls
- Proficient computer skills in the Microsoft Office 365 suite: Word, Excel, PowerPoint and Outlook
- Ability to travel independently year-round throughout the state of Michigan

**OTHER INFORMATION:** Individuals may be required to perform other position-related instructions within the scope of their normal job duties that are in alignment with the grant as long as the functions are not unallowable or prohibited activities, all subject to reasonable accommodation.

Must be able to:

- Sit at desk for extended periods of time
- Continuously operate a computer and other office machines, e.g., phone, printer and copier
- Periodically drive to various sites throughout the state of Michigan (up to 50% at times)
- Have a valid driver's license and provide proof of current, valid auto insurance



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**PREEMPLOYMENT SCREENING:** Under the Serve America Act, the law requires state and national service programs to conduct all three checks below on individuals serving vulnerable populations. *An individual who refuses to consent to a criminal registry check is ineligible.*

- A National Sex Offender Public Registry check
- State criminal registry check
- FBI fingerprint check

**APPLICATION DEADLINE:** August 28, 2019, or until a suitable candidate is identified.

Please send a cover letter, resume, and writing sample:

- By email: [pbartig@michiganfitness.org](mailto:pbartig@michiganfitness.org). Please use subject line: AmeriCorps Program Coordinator.

The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time. This position is exempt according to the Fair Labor Standards Act.

Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.