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**Americorps Service Member Position Description**

**Title:** Volunteer Specialist

**Reports to:** Adrienne Isenhower, Project and Facilities Manager

**Schedule:** Monday-Friday, 8:00-5:00 (after hours and weekends on occasion)

**Service Location:** Woodfin Town Hall, 90 Elk Mountain Road, Woodfin, NC 28804

**Immediate Supervisor:** Adrienne Isenhower, Project and Facilities Director  
 Phone: 828-253-4887 Email: [aisenhower@woodfin-nc.gov](mailto:aisenhower@woodfin-nc.gov)

**Overview of Agency & Member Expectations**  
The Town of Woodfin seeks to provide a safe & thriving community for its 8000+ residents. The administrative team is comprised of eight members with a shared aim to effectively and efficiently carry out the goals set by the Town Council. The Volunteer Specialist will work directly with the Project and Facilities Manager to create a database of community partners and individuals interested in volunteering with the Town and will coordinate events and opportunities identified through various Town initiatives.

**Position Summary**  
The position will organize & manage volunteer opportunities related to existing initiatives and will also identify other projects that will benefit the community. The opportunities related to specific current initiatives are categorized as follows:

Woodfin Greenway Blueway - The town is currently undertaking the design and construction of a park renovation and construction of an in-river wave feature, with construction tentatively scheduled to begin in early 2024. Additionally, in 2022 a separate park installation was completed and is now open to the public. These new facilities and aging existing ones have introduced many opportunities for volunteers.

Community Garden- A citizens group has formed with the main goal of creating a community garden in the Town. The group will benefit from the service member’s additional assistance coordinating events to market their ideas and identifying people interested in volunteering towards their efforts.

Food Distribution – The Town currently partners with MANNA Foodbank by providing space in our Community Center for a monthly food distribution for residents. The event is consistently well attended and shows the need for food assistance in our community. There is potential for other organizations to become involved with the Town by providing a separate food drive or other food assistance activities.

Environmental and Water Quality – The Town will be embarking on implementation of a stormwater management plan which will include providing volunteer opportunities such as stream clean-up days, drain stenciling, and other similar activities.

Miscellaneous – The Volunteer Specialist may identify other activities and groups to engage in the Town’s volunteer program, such as beautification projects or other community led initiatives.

**Essential Functions**

1. Create and manage a database of Town-identified volunteer needs and interface with interested community groups regarding opportunities for completion.
2. Create structure for & solicit participation in a Woodfin Parks Ambassador program, which would involve park neighbors or high frequency park users as liaisons with the Town to increase the safety, beauty, and citizen involvement at the Town's five parks.
3. Solicit community involvement in Stormwater Management Plan with activities such as stream/river clean-ups and drainage stenciling.
4. Support Woodfin Community Garden initiative and act as liaison between the Town, the WCG leaders, & WCG site manager.
5. Act as Town liaison with community partners (Manna Food Bank & possibly YMCA Mobile Food Market) to coordinate food distribution events for residents.

**Marginal Functions**

1) Support Project & Facilities Manager with volunteer related tasks as needed.

**Experience and Qualifications**

Minimum Requirements

High School Diploma or GED

18 years of age or older

Excellent communication skills, both oral and written

Experience with Microsoft Office Suite and related software

Detail oriented, reliable, and independent

Excellent organizational skills and attention to detail

Preferred Qualifications

Conversational Spanish

Creative problem solver