

Position: Recruitment Capacity Building – AmeriCorps Recruitment Fellow
Type: Service
Reports to: Program Manager, Preschool Service Corps
Department: Community Impact
Term of Service: Full Time - 1700 hours
Dates of Service: August 2025 – June 2026

Goal:

To support Monterey County Preschool Service Corps in the development of tools, systems, resources, and partners to strengthen the recruitment of AmeriCorps members.

Position Overview:

In an effort to strengthen the recruitment of AmeriCorps members to serve with Monterey County Preschool Service Corps, the Recruitment Capacity Member will be dedicated to building and expanding the capacity of the program and its partnering organizations to effectively recruit high quality members.

The Recruitment Capacity Member will help to expand community outreach, build social media presence, and promote the transformational impact of the program on the community they serve. With growth in efficiency and effectiveness of recruitment efforts, in tandem with increased community awareness, participant interest in volunteer and national service will be leveraged. This will lead to increased member enrollment and the development of new partnerships.

Creating, refining, and executing effective recruitment strategies is a significant component of the Recruitment Capacity Member role. At the start of the service term, the Recruitment Capacity Member will work with Monterey County Preschool Service Corps leadership to identify three targeted recruitment growth areas to focus on as highlighted in the program's 2024-2025 AmeriCorps Recruitment Plan.

Areas of Responsibility:

In partnership with program staff, the Recruitment Capacity Member contributes to the achievement of the following outcomes:

- Improved capacity in at least two of three recruitment growth areas identified in program's 2025-2026 Recruitment Plan
- An increase in AmeriCorps member applications received
- A 5% increase in the number of AmeriCorps member slots filled
- Capstone Project: Responsible for creating a folder of resources and systems developed over the service term for program future use

Member Activities & Essential Functions:

All member activities will aim to collectively raise the awareness of national service opportunities statewide as well as strengthen the ability of Monterey County Preschool Service Corps to adequately serve their community by fully utilizing all member slots awarded to the *AmeriCorps California* program. Recruitment Capacity Member activities may include:

Recruitment Strategy Development

- In partnership with program staff, review the program's Recruitment Plan to identify top 3 growth areas to focus on
- Support in design and implementation of sustainable tools and processes for current and future recruitment efforts based on identified growth areas
- Be well-versed on the program's purpose and target outputs and outcomes, as well as member positions, activities, and benefits
- Gather and maintain updated information on the application process and recruitment timelines for the program
- Maintain awareness and be vigilant in identifying existing or potential recruitment challenges

and potential barriers applicants may have to enrollment

- Attend regular check-in meetings with program staff to set goals and check in on recruitment progress
- Track and maintain data regarding progress towards achieving recruitment goals
- Help develop marketing materials for recruitment purposes

Outreach

- Identify and locate target audience
- Craft effective recruitment messaging
- Leverage new contacts
- Post physical flyers, posters, lawn signs/other signage for recruitment
- Participate in in-person recruitment events including tabling events & presentations
- Involve current members and alumni in recruitment

Digital Outreach

- Utilize program website for recruitment, ensuring website is up to date
- Utilize California Volunteers website for recruitment, ensuring program information is up to date and of a high quality
- Utilize social media for recruitment, develop social media plan to highlight recruitment, member experience, program's transformational impacts to beneficiaries and the community, national days of service, partnering organizations, and calls to action, actively post on social media accounts, coordinating with partnering organizations for content, and tagging partnering organizations and California Volunteers as applicable
- Utilize online opportunity boards for recruitment

Applicant Engagement

- Strengthen tools and processes for tracking potential and current applicants
- Develop strategies/systems for and directly support keeping current applicants engaged
- Support with timely follow up and information to potential or current applicants in the pipeline

Service Sites / Partner Involvement

- Support Program Staff in identifying and fostering partnerships to increase outreach to potential AmeriCorps Members
- Research potential partnerships with AmeriCorps Alumni, department chairs of colleges and universities, school and career counselors, and local businesses and foundations to build awareness and connections regarding AmeriCorps service opportunities
- Coordinate with partnering organizations to identify recruitment needs or gaps
- Support planning of recruitment events, collaborating with partnering organizations

Recruitment Point-of-Contact with California Volunteers

- Participate in California Volunteers' recruitment initiatives
- Attend and actively participate in California Volunteers' recruitment meetings
- Coordinate with other AmeriCorps programs to share best practices and resources

Qualifications:

- Must be 18+ years of age and high school graduates or GED recipients (or minimum of 17 and working toward a high school diploma or GED); members must agree to obtain either a diploma or GED before using an education award; meeting full list of member eligibility requirements in [45 CFR §2522.200\(a\)](#)
- Must be a U.S. citizen, U.S. national or lawful permanent resident
- Must participate in a national criminal history background check pursuant to [45 CFR §2540.200-206](#)
- Organized, responsible, motivated, professional
- Demonstrates initiative, follow-through, and reliability
- Strong communication, collaboration, and public speaking skills
- Alumni of Monterey County Service Corps is preferred, but not required

- Interest or education in marketing or communications a plus
- Ability to lift, carry and transport a 35-pound box.
- Must be available and willing to serve evenings and weekends based on community events.

Must have reliable transportation with valid driver's license and auto insurance to travel to school site(s), UWMC office, and event sites as required.

Benefits:

- Up to \$30,000 living allowance for 11 months at \$2727 per month for term of service
- [Segal AmeriCorps Education Award](#) upon successful completion of minimum hours for enrolled term of service.
- California For All Education Award in the amount of \$2605 to supplement the Segal Education Award for a combined total of \$10,000. (FT/1700 hr members only)
- Healthcare coverage for member (FT/1700 hr members only)
- Childcare assistance if eligible (FT/1700 hr members only)
- [Student Loan Deferment & Interest Forbearance](#) if eligible.
- Member Development to include training, networking, and professional development opportunities that can be utilized and will be valued by future employers after service term is completed. Includes <<SPECIFIC TRAININGS, CERTIFICATIONS, & OPPORTUNITIES>>.

Term of Service:

Term of service begins on August 2025, and ends on June 2026. This is a full time, 1700 hour member position serving a minimum of 40 hours per week from Monday to Friday 8am-4:30pm.

AmeriCorps Regulatory Requirements:

- Member duties will not include any prohibited activities as outlined in [45 CFR §2520.65](#).
- The Recruitment Capacity Member position follows the requirements related to supplementation, duplication and displacement of staff as outlined in [45 CFR §2540.100 \(e\) – \(f\)](#)

How to Apply: email your current resume and interest in the opportunity to:

mayra.perezdiaz@unitedwaymcca.org

Join **AmeriCorps California**, a program of California Volunteers (CV), where AmeriCorps members strengthen communities and develop skills to become civic-minded, compassionate leaders through service. Visit californiavolunteers.ca.gov/ameriCorps/ for more information.