

**GRACE HILL SETTLEMENT HOUSE**

2600 Hadley Street/St. Louis, MO 63106

314/539-9500

**POSITION DESCRIPTION**

**POSITION TITLE:** AmeriCorps Settlement House Supervisor

**REPORTS TO:** Program Director

**HOURS:** 20 hours per week

**SALARY:** Starting at \$17,500, with potential to \$21,000 Annually

**POSITION SUMMARY:** Perform the duties required to achieve goals for the AmeriCorps program including the supervision of AmeriCorps Members and to coalesce Settlement House efforts in the metro-area.

**POSTION QUALIFICATION REQUIREMENTS:**

**Education:** Preferred: Bachelor's Degree in related discipline to project such as education, social services, community development.

**Experience:** Preferred: 3 years experience with community or youth programs 1 year supervisory experience preferred.

**Skills and Abilities to:**

1. Learn quickly and with desire, issues related to the Settlement House programs.
2. Relate to, train, counsel and motivate multi-generational individuals and persons in general on life issues.
3. Design projects and service plans for AmeriCorps Members and monitor progress and make corrective action as needed
4. Create structure that promotes smooth operation and clear channels of communication.
5. Use equipment, organization tasks, prioritize, and organize events.
6. Work collaboratively with others while building strong networks and supportive relationships.
7. Embrace and demonstrate core values established by Grace Hill Settlement House (teamwork, professionalism, honesty, integrity, loyalty, respect, and tolerance)
8. Demonstrate excellent verbal and written communication.

**Residency and Transportation Requirement:**

1. Preference given to residents of a Grace Hill service area.
2. Must posses a valid driver's license and automobile with insurance coverage as required by the State of Missouri as well as obtain chauffeur's license upon employment.

**Licenses/Certifications Requires:** None Required

**FUNCTIONS OF THE POSITION**

**Essential Functions:**

1. Take primary lead to coordinate, prepare, support, and facilitate activities of AmeriCorps Members within the Settlement House partners including assuring adequate training and supervision exists, purpose is conveyed, lines of authority and responsibility are clear, supplies and service space is adequate, schedules are set and outcomes are understood.
2. Take primary responsibility in the recruitment, coordination, and supervision of Settlement House AmeriCorps Members.

3. Establish training schedule using the Grace Hill resources other opportunities and offerings within the area.
4. Develop and execute an evaluation of AmeriCorps Member activities.
5. Provide support and refer resources to Member personal issues, life management, and career development.
6. Involve partners and stakeholders connected to common program and services.
7. Utilize services within and build upon existing Grace Hill neighborhood networks and program structures.
8. Coordinate AmeriCorps Settlement House activities with AmeriCorps Trail Ranger Supervisor to assure training.
9. Coordinate, meet, and receive direction from Grace Hill President/CEO to involve Settlement House activity on an increasing basis.
10. Collaborate with external organizations and community leaders such as Aldermen and other elected officials and neighborhood leaders.
11. Include neighbors at every opportunity to be involved with program activities.
12. Provide reports and follow-up on decisions made for boards and meeting groups.
13. Learn and support AmeriCorps programs ethic and take lead in carrying out AmeriCorps activities and functions.
14. Assist with organization and supervision of events and other activities related to Settlement House programs.
15. Record in kind and volunteer contributions, oversee completion of surveys, provide reports of activities as required.
16. Contribute written articles and photographs for publication.
17. Perform other duties as assigned.

**Marginal Functions:**

1. Participate with events and activities of Grace Hill programs and special celebrations.

**Supervises:** AmeriCorps Members and volunteers.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
SERVICES PROVIDED ON A NON-DISCRIMINATORY BASIS**

**Physical/Visual Activities or Demands:**

1. Physical activities in cold and heat depending on weather and need to know how to dress to be comfortable
2. Good visual acuity required to conduct activities safely.
3. Physical demands include ability to lift 40 pounds, use a variety of carpentry and ground equipment, willingness to plant correctly and weed, bending repeatedly to pick up trash, ride a bike for a distance of 24 miles.

**Environmental/Atmospheric Conditions:**

1. Physical activities in cold and hot weather extremes in areas where shelter is not possible and in a 'country' like setting.
2. Normal office and meeting room setting
3. May work at more than one Grace Hill site as requested; site assignments may be changed periodically.

**Machines, Tools, Equipment and Work Aids:**

Telephone, copier, fax, personal computer/terminal, common application software. Ability to drive a 14 passenger van.