

Louisiana Delta Service Corps 2011-2012
Corps Member Placement Description

(Please complete one for each corps member requested only if project is different)

Organization Mid City Redevelopment Alliance, Inc

Location 419 N. 19th Street

Address 419 N. 19th Street, Baton Rouge, LA 70802

Phone (225) 346-1000

Contact Person (Direct Mentor/Supervisor) Robinn Betts/Senior Project Manager

Contact Person's Email Address and phone number robin.betts@brgeneral.org 225-346-1000

Corps Member Position Title Neighborhood Development Coordinator

Amount of Additional Stipend if applicable _____

Position Objective: To coordinate community service projects in the neighborhoods that make up Mid City; to maintain records of all annual projects performed by MCRA and its volunteers

Key Responsibilities: _____
Explaining community service programs to interested applicants; processing applications (collecting documentation, evaluating applications, referring for additional services, and assisting with project implementation); maintaining spreadsheets and files for each project; reporting performance to staff and management; engaging in event planning with other team members; maintain warehouse inventory (organized and securing repairs as needed)

Preferred Qualifications: *(including educational and work experience)* _____
The duties of the position can be taught; primary qualifications: flexible, good attitude, ability to handle multiple tasks; ability to lift 30 lbs

Will accommodate part-time student: Yes No

Preferred study schedule: Morning Day Evening

Travel Required: Weekly Weekends Seldom Never

Must Have: Drivers License Own Vehicle

If travel is required please indicate how many miles/hours are expected per week and at what rate they will be reimbursed: 20-30 miles locally/use of company vehicle

Service Day Hours: Begin 8:00am End 5:00pm Rigid Flexible

Weekends: All (Sat.& Sun.) Some Seldom None

Nights: Some Seldom None

What percentage of the corps members time is spent in physical activity (ie: construction, rebuilding etc.)? 30% physical, but could be 75-85% during project weeks (not construction level physical activity)

Preferred Skills/Interest Checklist

Check the items below that you feel are necessary to fulfill the project as described above. Indicate “s” for a needed skill and an “I” if a person’s interest in that area is all that would be useful.

X Communication Skills

- Public speaking
- Phone skills
- Public relations
- Marketing
- Writing articles
- Resolving Conflict

X Organizational Skills

X Time Management

Math Skills

Reading Skills

X Works Independently

X Will be a good role model

Foreign Language _____

Mentoring

Group Facilitation

X Computer Skills - list which ones (ie: database management, microsoft office etc.): Microsoft would be helpful, but we can teach what is necessary

Carpentry Skills – list which ones:

X Driving

Works well under pressure

X Meets deadlines

Training

Supervising volunteers

Experience working with diverse groups or understands cultural diversity

CPR/1st Aid

Other _____