

IPHA AmeriCorps Member Position Description

Position Focus: Program Facilitator/Health Education/Promotion

Host Site Information:

Douglas County Health Department
1250 E US 36
Tuscola, Illinois 61953

Position Location: Same as Host Site Information Listed Above

Primary Responsibilities:

- Provide educational outreach related to department programs/services at schools, events, fairs, safety events.
- Assist with Summer Food Program promotion, volunteer recruitment, meal site management, personnel scheduling, training of volunteers, food and supply orders, scheduling partnering agencies for daily activity periods, maintaining delivery logs, staff time sheets & mileage, daily meal count sheets, food & supply inventory, and ordering/pickup/loading/unloading of program supplies & equipment.
- Assist with the development of outreach materials, ads, and news releases, presentations, etc in Publisher, Word, Adobe and Excel.
- Task support as needed for phone calls, event planning, fundraising, etc.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings
- Complete all IPHA AmeriCorps required National Days of Service projects
- Local and out of town travel is required for this position.

IPHA AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check and Sex Offender Registry check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the full term of service.

Host Site Preferred Qualifications:

- Previous experience in Word, Publisher, and Excel. Experience using Adobe programs preferred, but not required.
- Outgoing, friendly, organized, detail-oriented, motivated, and reliable.
- Possess an interest in Public Health, Marketing, Social Service or Management.
- Previous outreach/leadership experience is beneficial but not required.
- Candidate ***must*** be punctual, dependable, organized, active and motivated to improve health outcomes through public health programs, program management, activities, marketing, and educational outreach.

Transportation Information:

- Position location has extremely limited access to public transportation therefore a personal vehicle is required.
 - Personal vehicle will be needed for Host Site service activities; however, recorded mileage for preauthorized work-related activities is eligible for reimbursement monthly per the standard reimbursement rate for FY2020 if submitted to the office manager for the department within the 30 days following travel.