



AmeriCorps Program Director

Reports To: Assistant Director of AmeriCorps Programs

Department: Community Engagement / National Service Programs

Location: On-site

FLSA Status: Exempt

Employment Type: Full-Time

Position Summary:

The AmeriCorps Program Director is responsible for leading day-to-day operations of the AmeriCorps member experience, including recruitment, onboarding, support, performance tracking, and professional development. This position plays a pivotal role in cultivating a positive and impactful service year for AmeriCorps members by building relationships, coordinating high-quality training, and ensuring compliance with program expectations and federal regulations. Reporting to the Assistant Superintendent of Schools, this position serves as a frontline liaison between members, host sites, and the broader AmeriCorps team.

Key Responsibilities:

Member Recruitment & Onboarding (20%)

- Lead full-cycle AmeriCorps member recruitment, including outreach, application review, interviews, and selection.
- Collaborate with host sites and community partners to ensure appropriate placement matches.
- Coordinate all aspects of onboarding, including member enrollment in eGrants, background checks, and initial orientation.

Member Support & Development (45%)

- Serve as the primary point of contact for AmeriCorps members during their term of service.
- Provide coaching, conflict resolution, and performance support as needed.
- Design and deliver member training programs throughout the service year (orientation, mid-term, end-of-term).
- Promote member retention through strong relationship-building and recognition strategies.

- Take the lead on the training for new members and planning member support networks, including technical coaching, provide mentoring opportunities, and ensure that members have the support they need for skill development.

Site Engagement & Monitoring (20%)

- Partner with site supervisors to ensure high-quality member experiences and alignment with program goals.
- Conduct regular site visits, check-ins, and performance assessments.
- Provide training and support to site supervisors on AmeriCorps regulations and best practices in supervision.

Compliance & Documentation (5%)

- Liaison with AmeriCorps Grant Director (Emeritus) for support with compliance.
- Support data collection and contribute to progress reports, audits, and evaluations if requested.

Program Culture & Events (10%)

- Plan and implement community service days, national days of service, graduation ceremonies, and other engagement opportunities.
- Foster an inclusive and mission-driven culture among the AmeriCorps cohort.
- Encourage alumni engagement and member leadership development.

Qualifications:

Required:

- Bachelor's degree in education, social work, nonprofit management, or related field (or equivalent work experience).
- Minimum 2–3 years of experience working directly with AmeriCorps members or young adult programming.
- Strong interpersonal and conflict-resolution skills.
- Ability to manage and prioritize tasks in a fast-paced, service-oriented environment.
- Experience with member or volunteer coordination, training, or case management.

Preferred:

- Prior service as an AmeriCorps member or experience in a national service or youth development program.
- Familiarity with AmeriCorps regulations and member management platforms (e.g., eGrants, OnCorps).
- Bilingual or multilingual candidates are encouraged to apply.

Key Competencies:

- Empathy, emotional intelligence, and active listening
 - Strong organizational and time-management skills
 - Cultural humility and commitment to equity and belonging
 - Training and facilitation skills
 - Team collaboration and independent initiative
 - Flexibility, adaptability, and positivity
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Working Conditions:

- On Site (both Red Cloud and OLL Campuses).

Salary \$36,000 depending on experience and education.

To apply: send completed application and resume to:

Brenda Bad Heart Bull, VP of HR

Mahpiya Luta/ Red Cloud

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