

April 2026

Volunteer Services Coordinator

Major Projects:

Continuing to develop skills in providing Service Enterprise Training. Working with Brick Store Museum on accreditation.

Manage P-Card for department expenses and department travel.

Participated in the Resilient Maine Steering Committee meeting.

Participated meeting with representatives from OFI and MEMA to discuss changes to SNAP/MaineCare and approaches to support volunteer organizations. Began organizing a statewide meeting with these participants and stakeholders from state and county-wide organizations to be held on May 18.

Worked with Camp Mechuwana to arrange for lodgings for Maine Service Fellows for Orientation June 1&2 and NOAA training June 24-26.

Closed out service for Maine Service Fellow Ray Kasckow.

Attended the Maine Climate Corps mid-quarter meeting.

Submitted Q3 report for NOAA CRRC Grant to GOPIF. Worked with finance to revise and correct invoices previously submitted after clarifications around Fellow stipend and health insurance payments.

Worked with Selection Committee to confirm two additional Maine Service Fellows sites that can be funded with state funds allocated through LD876. Worked with sites to interview and vet candidates, one candidate onboarded for Norway site, Skowhegan site will continue recruitment.

Worked with Executive Director Gleixner-Hayat to draft an application for the AmeriCorps Volunteer Generation Fund application.

Attended workgroup meetings through ASC for Workforce Development and Volunteer Engagement.

Attended the State Strategy Task Force April meeting. Supported engagement process for stakeholder meetings.

Participated in Service Programs Task Force meeting.

Reviewed invoicing, created budget allotment, and both revised and created DOs for TriState Staffing for current and future fellow stipend payments.

Continue to review and revise technical issues with the Certificate in Management of Volunteers course.

Led virtual meeting with the Maine Volunteer Managers Network.

Met with Communications Manger Schipanni to discuss storytelling for MSF in relation to NOAA grant.

Drafted Legislative Appraisal Form (LAF) for LD 876 and submitted to Executive Director Gleixner-Hayat.

Met with volunteer managers individually to provide targeted support and information (Furniture Friends, Maine State Library)

Onboarded first group of Maine Service Fellow Site Managers for 2026-2027.

Participated in AmeriCorps Day of Recognition celebration at the Hall of Flags.

Participated as interview panelist for round one interviews for Public Information Officer, Senior Planner position for VM.

With Lucy Martin, collaboratively managed the social media scheduling and content for Volunteer Maine. Developed, designed, created, scheduled, and deployed social media posts and updated Volunteer Maine website as appropriate.

Participated in the Maine Volunteer Leadership Conference planning committee.

Attended MCCS and MOCA staff meetings, weekly check-ins with Executive Director Gleixner-Hayat and attended monthly Commission Business meeting.

Issues to be aware of:

Recruitment is ongoing for 7th Fellow for 2026-2027 cohort, will bring them on as quickly as possible.

Major focus of effort in new month/Ongoing:

Overhauling CMV course and resubmitting it.

Develop social media materials and schedules for all aspects of Volunteer Maine to increase public awareness of the Commission and what it provides to the public. Continue to update the Volunteer Maine website to reflect current offerings and increase visual impact through updated photos and graphics.

Prepare to attend the Points of Light National Volunteer Conference in June 2026.

Support the roll-out of ServeMaine.Org through planning, social media, and site support.

Plan orientation for Maine Service Fellows 2026-2027 cohort for June 1 & 2.

Work with Brickstore Museum around Service Enterprise Coaching.

Increase engagement in the Maine Volunteer Managers Network through in-person and virtual meeting opportunities.

Support Volunteer Maine's engagement in the development of resources and guidance for SNAP/MaineCare service requirements.