



Position Description

Position Title: AmeriCorps VISTA – Program Coordinator
Tentative Start Date: January 30, 2017 or February 21, 2017

Position Summary:

This position will create and support processes and tools that build the infrastructure of Every Child A Reader in Escambia's volunteer program and special events. The Program Coordinator will actively support ECARE's volunteer and resource development activities to ensure successful program and event planning. The VISTA will be responsible for accurate data and contact management, effective recruitment and utilization of volunteer and in-kind resources and supporting marketing and community outreach efforts.

This is a full time, 12 month volunteer position with benefits funded by the AmeriCorps Volunteers in Service to America (VISTA) program. Benefits include a monthly living allowance of \$990.00, AmeriCorps VISTA healthcare benefits and a \$1,500.00 End of Service Stipend or a \$5,815.00 Segal AmeriCorps Education Award to pay for college, graduate school, or existing qualified educational loans. Child care assistance, training, relocation assistance and liability insurance are provided. Student loans may be deferred during the 12 month commitment. For more information about VISTA, visit www.nationalservice.gov/programs.

The selected VISTA member will serve as a member of the VISTA ALIGNs, a team of non-profit organizations in Escambia County, Florida that have committed to identifying and implementing capacity building measures that improve the lives of our neighbors living in poverty. The VISTA will be required to attend a 2016 Pre-Service Orientation (PSO) session and will serve a full one-year term.

RESPONSIBILITIES:

Volunteer Recruitment and Retention

- Investigate opportunities for improvement to volunteer recruitment and retention process.
- Respond to inquiries from potential volunteers.
- Maintain spreadsheet of contact with potential volunteers.
- Evaluate effectiveness of recruitment process, volunteer orientation, training, materials and support and make recommendations for improvement.
- Create and implement exit interview format for volunteers leaving program mid-year.

Site Coordination

- Serve as the primary liaison between Every Child A Reader in Escambia (ECARE) and a volunteer site to ensure an organized volunteer program and positive volunteer experience.
- Create and manage the schedule for volunteers, making adjustments as needed and noting planned absences as reported.
- Develop system to track volunteer hours and regularly review hours and notes to identify concerns.
- Maintain volunteer materials and supplies.
- Develop system to maintain accurate volunteer records.

Special Event Support

- Provide special event support to build organizational capacity and increase literacy resources for low income children and families.
- Assist with the planning and management of family involvement activities with partners and providers and record family and volunteer participation.
- Recruit and coordinate volunteers for special events with a goal of recruiting 20 volunteers.
- Create planning guide for special events.
- Assist with the scheduling and management of book drives with a goal of scheduling 20 drives.
- Create a system to track in-kind donations, value and donor information.

Marketing and community outreach

- Provide support to ECARE Marketing and Communications Committee and assist with implementation of organizational marketing plan.
- Maintain organization website to increase community awareness and improve volunteer recruitment.
- Maintain accurate information for organizational contacts and regularly update newsletter distribution list.
- Draft monthly newsletter templates, create or insert prepared content and distribute according to established schedule.
- Track newsletter opens, forwards, and unsubscribe requests.
- Assist with social media marketing efforts.

EDUCATION AND EXPERIENCE:

- Four-year college degree from an accredited college or university is preferred.

REQUIRED SKILLS:

The successful candidate will be comfortable interacting with diverse populations including ECARE community sponsors, partners, volunteers and the public and will demonstrate the following skills:

- Superior organizational skills and strict attention to detail
- Excellent interpersonal, oral and written communications skills
- Proficiency in Microsoft Office suite including Word, Excel, Powerpoint, Outlook
- Interest and experience in marketing, social media and public speaking

- Self-motivation with the ability to work independently and as part of a team
- Ability to proactively prioritize competing demands and efficiently manage multiple tasks
- Ability to work a flexible schedule, including occasional evenings and weekends
- Ability to identify and resolve problems in a timely manner and seek ways to make continuous improvements to program quality
- Confidence and sound judgment in decision making

REQUIREMENTS:

- Valid Florida driver's license with proof of insurance and access to independent transportation
- Successful Level II clearance
- Ability to exert 15-25 pounds of force to lift, carry, push, pull or otherwise move objects
- Must be smoke, tobacco and nicotine free

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Every Child A Reader in Escambia is an Equal Opportunity Employer.

Resumes and cover letters should be sent to the National Service Manager at vista@unitedwayescambia.org. Please include contact information for three references to be checked by Every Child A Reader in Escambia.