

## **AmeriCorp Vista (Volunteers in Service to America)**

### **Volunteer Services Vista**

**The Volunteer Services Vista will provide key support to the Volunteer Services department. Gain valuable experience in marketing and volunteer management with a nonprofit agency in the following areas:**

**Recruitment and Scheduling:** Verify group projects, respond to inquiries and schedule volunteers for seasonal events and projects.

**Marketing:** Improve marketing / recruiting plan and update materials. Develop contact methods to expand outreach to prospective volunteers. Participate in orientation of new volunteers.

**Stewardship:** Generate certificates and thank you notes, and develop and test new ways to recognize volunteers.

**Data Collection and Management:** Track volunteer information, maintain records, and create reports which are used to monitor programs, assess needs, identify trends, and broaden our reach into the community.

### **Required Skills and Abilities**

- Professional oral and written communication skills
- Strong research and administrative abilities
- Proficient in Microsoft Office applications
- Ability to work independently
- Previous experience with volunteer management, recruitment and retention helpful

### **AmeriCorps\*VISTA members will receive:**

- \$4,725 education award or \$1,200 post-service stipend.
- Health coverage
- Training in project management and leadership.
- Travel costs associated with training.
- Moving allowance for members relocating to serve.
- Child care for income-eligible members
- Stipend of \$909/month

**To learn more about AmeriCorps Vista program and to complete an application, visit [http://recruit.cns.gov/faq\\_applicant.html](http://recruit.cns.gov/faq_applicant.html)**

**Please email completed AmeriCorps application, cover letter and resume to: Marsha Wier, VP for Human Resources at: [mwier@mealsonwheelsandmore.org](mailto:mwier@mealsonwheelsandmore.org)**