

## AmeriCorps VISTA Service Description

Position Title: VISTA Volunteer Management Support Coordinator

Immediate Supervisor: Scotti Weintraub

Supervisor's Title: Volunteerism Coordinator

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### Main Purpose of this Position:

This position will involve the development of volunteer management training opportunities in local communities, promoting and growing the concept of volunteer manager's professional networking and organizational development in under-served communities throughout the state, and supporting the development of new volunteer centers. In addition the members will support the further development of the recently-formed Volunteer Center Network of Oregon.

### Duties and Tasks – Essential Functions

- Identify and begin to develop relationships with appropriate regional and statewide partners.
- Research existing volunteer centers and volunteer managers' association activities and best practices.
- Provide technical assistance for volunteer centers and volunteer managers' associations.
- Network and link existing and emerging volunteer centers and volunteer managers' associations.
- Develop toolkits for volunteer centers and volunteer managers' associations.
- Develop and implement a Train the Trainer session and system for volunteer managers.
- Conduct annual needs assessment on volunteer management training.
- Develop resources (both links and resource tools) for Oregon Volunteers website on volunteer management.
- Promote availability of resources, technical assistance and website

### Duties and Tasks – Secondary Functions

- Attend monthly NOOVA meetings
- Transport materials to meetings
- Attend major Service Day events

Other than completion of marginal functions, the above functions may be completed with or without accommodations. This description lists the minimum duty requirements.

### Location where service will be performed:

Oregon Volunteers Office, Portland State University, 633 SW Montgomery, Suite 210, Portland Oregon

### Education, experience requirements:

- Excellent writing and communication skills.
- Experience coordinating volunteer projects and/or programs.
- Experience and knowledge in training and providing technical assistance

- Presentation and public speaking skills.
- Experience with community partnership building.

Special Conditions:

Drivers License Required

Position is subject to a background check.

Attendance Hours:

Monday – Friday 8:00 am – 5:00pm

Evenings and weekend service on occasion

Benefits

The VISTA member is not an employee of Oregon Volunteers and does not receive wages or salary including retirement benefits or unemployment compensation.

VISTA Members shall receive the following:

- A living allowance while actively serving (up to \$10,380 total),
- \$4,725 educational award at completion of service, which can be used up to 7 years after completion of service to pay off existing qualified student loans or for future education; **or** an end of service stipend of \$1,200.
- Health insurance coverage.
- Child care supplement for those who qualify.
- Forbearance of payment on qualified student loans.
- Interest paid on loans in forbearance upon completion of service.
- In-service learning opportunities and career experience.

Working Conditions

1. This position is housed on the second floor of a building that does not have an elevator.
2. This position requires considerable time to be spent on a personal computer and a basic working knowledge of MSWord, forms, and use of Internet and email with attachments.
3. This position involves frequent pressure to meet short deadlines in completing assignments and submitting reports.
4. This position involves occasional travel, including out of town and overnight stays, for trainings.