



AmeriCorps*VISTA Position Description

Position Title: AmeriCorps*VISTA : Volunteer Training Expansion	Reports To: Training and Professional Development Coordinator
To Apply: Submit cover letter and resume to Mary Laidley at maryl@biglittlcolorado.org . Applications accepted on a rolling basis, with expectation to fill position by March 15, 2008	

General Purpose: This exciting position will be responsible for developing three focused areas as a member of BBBSC’s Training Team. The VISTA will:

- Research topics and develop trainings related to mentoring, child safety and family support.
- Develop the partnerships and systems necessary to provide orientation, training and support to families in under-resourced neighborhoods
- Create an onsite and an online resource library for staff, mentors and families that will help all parties participate in making mentoring relationships safe and successful.

Essential Duties/Responsibilities:

- designing and implementing a training needs assessment of volunteers
- evaluating results of needs assessment and identifying training topics based on needs assessment
- researching training topics and collecting available training resources
- developing training guidelines and presentation materials and preparing staff to deliver trainings
- coordinating event logistics and follow-up for orientation and trainings offered onsite and off-site to mentors, youth and their families in under-resourced neighborhoods and
- creating an onsite resource library
- creating an online resource library

Qualifications:

- **Commitment:** This is a one year full-time commitment.
- **Knowledge, Skill And Ability:** Outstanding verbal and written communication skills, comfortable speaking in front of diverse audiences. Proven ability to work with diverse groups of people. Ability to work in a fast paced environment, manage multiple projects. Highly organized, meets frequent deadlines and is results oriented with attention to detail. Ability to work both independently and as a member of a team. Must demonstrate good judgment, mature decision making and have strong problem solving skills.
- **Education/Experience:** High school diploma or GED (Bachelor's degree and training experience preferred.)
- **Material And Equipment Directly Used:** A working knowledge of Microsoft Office (Powerpoint, Excel and Outlook) and a basic understanding of office equipment (i.e. computers telephones, fax machines, copiers, etc.).
- **Working Environment/Physical Activities:** Regular Office setting. Local travel required.

Benefits:

- Monthly living allowance of approximately \$850
- Post service Segal AmeriCorps Education Award of \$4,725 or end-of-term stipend of \$1,200
- Health care benefits while in service
- Childcare assistance while in service
- Student loan forbearance or deferment while in service
- Travel to pre-service orientation
- Training, professional development, and networking opportunities;
- Non-competitive status for government positions in year following term of service.
- Access to the network of VISTA and VISTA alumni (170,000 strong)

BBBSC strives to make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, sex, age, veteran status, disability, marital status, sexual orientation or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact.

For additional information please visit the AmeriCorps website at www.americorps.gov.