



AmeriCorps*VISTA Position Description

Position Title: AmeriCorps*VISTA : Montbello/North Aurora Volunteer Recruitment	To Apply: Please submit cover letter and resume to Mary Laidley at maryl@biglittlcolorado.org .
Reports To: Volunteer Recruitment Manager	Applications accepted on a rolling basis, with expectation to fill position by March 15, 2008.

General Purpose: The mission of Big Brothers Big Sisters of Colorado is to help children reach their full potential through professionally supported, one-to-one, volunteer mentoring relationships with measurable impact. However, BBBS volunteer youth-mentoring programs cannot impact children without first recruiting and engaging adult volunteers to act as mentors.

This position will address volunteer recruitment needs in the under-represented communities of Montbello and North Aurora (in the Denver Metro area).

Essential Duties/Responsibilities:

- Researching and identifying under-represented potential volunteer communities
- Researching community resources to support volunteer recruitment
- Identifying potential recruitment channels
- Developing plans for and conducting community outreach to under-represented communities including developing recruitment materials, presentations, etc.
- Establishing new recruitment and referral systems

Qualifications:

- **Commitment:** This is a one year, full-time commitment.
- **Knowledge, Skill And Ability:** Knowledge of youth/community issues and needs; Prior experience with volunteerism and/or youth mentoring either as a community volunteer, volunteer organizer, or in other volunteer related capacities; Outstanding verbal and written communication skills; Ability to build relationships with diverse groups of people; Ability to work in a face paced environment and manage multiple projects; Highly organization, meets frequent deadlines and 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; Spanish speaking skills is preferred but not required; Knowledge of and experience in the North Aurora / Montbello communities is highly desirable but not required.
- **Education/Experience:** High school diploma or GED (Associates degree, Bachelor's degree or equivalent 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 \$900
- 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 about AmeriCorps*VISTA, please visit the AmeriCorps website at www.americorps.gov.