



<b>Program Name</b>	<b>Center for Volunteer and Nonprofit Leadership of Marin County, CA</b>
<b>Position Title</b>	<b>Community Building VISTA</b>
<b>Position Start Date</b>	August 2 <sup>nd</sup> 2010
<b>Position End Date</b>	August 2 <sup>nd</sup> 2011
<b>Deadline to Apply</b>	June 15 <sup>th</sup> , 2010
<b>Contact Name</b>	Julie Burk
<b>Contact Number</b>	415.479.5710
<b>Contact Address</b>	555 Northgate Drive San Rafael, CA 94903
<b>Contact Email</b>	<a href="mailto:jburk@cvnl.org">jburk@cvnl.org</a>
<b>Education Level</b>	BA/BS Degree
<b>Languages</b>	None required, but Spanish appreciated
<b>Age Requirement</b>	21 or over
<b>Organization Description &amp; Position Overview</b>	<p>The Center for Volunteer and Nonprofit Leadership of Marin (the Center) promotes volunteerism, strengthens nonprofit organizations, and enhances community leadership in Marin County through a broad range of services and resources. We are both a volunteer center and a management support organization. The Center is building its Volunteer Engagement program with the help of 2 California Volunteer VISTA members. These VISTAs will help us provide varied volunteer engagement opportunities for the broader Marin community. As a result of our community outreach program this past year, we've identified a need to enhance our community outreach activities. Since few organizations have the resources to effectively engage and support underserved volunteers in service, we believe that if we enhance our program to assist our nonprofit community we will be able to help engage more volunteers in making measurable differences within impoverished communities. Working together as a part of a five member team, this VISTA will expand the Center's reach and capacity to deliver programs—and increase service delivery community wide.</p>

**Specific Duties**

We envision the Community Building VISTA to be a community liaison working directly with prospective volunteers as well as the organizations seeking volunteer support. This position will oversee the technology we use to encourage and support civic engagement throughout the county including our front-facing web presence, online newsletters/blog, and social networking communities. We anticipate this position requiring 2 years to develop and systematize the following programs: Creation of a peer learning cohort focused on Rethinking Volunteerism; Development and Documentation of easy to use systems for posting, searching, and responding to volunteer/civic engagement opportunities; and Expansion of our BoardMatch/Governance Training Programs to increase the representation of people of color and persons under 35.

The Community Building VISTA member who will support the Volunteer Engagement program will be responsible for the following activities:

- Attendance at and participation in community meetings—specifically those in targeted communities in need of economic development including Marin City, West Marin, the Canal, and portions of Novato.
- Providing consultation to organizations on how they can best support volunteer engagement at every level of the organization.
- Creation and maintenance of database systems and web protocols.
- Design and coordination of new social networks. Developing content and encouraging participation.
- Coordinating learning events for nonprofit staff and volunteers—designed to improve the satisfaction and impact of volunteer engagements.
- Oversee technology, recommend enhancements, assist and train users,
- Maintain online social networking tools and blog, develop content and recruit new contributors
- Develop and increase participation in Volunteer Orientation
- Serve as the CVNL liaison to organizations that have had little or no contact;
- Serve as the liaison to organizations in areas outside the primary service area to expand the geographic reach of the Hub;
- Assist with the coordination and implementation of volunteer management training;
- Assist nonprofits and public agencies with the development of volunteer job descriptions;
- Assist nonprofits and public agencies with the posting of their volunteer opportunities on the CVMN Hub's volunteer matching website;

	<ul style="list-style-type: none"> <li>• Recruits, trains, and supports the mobilization of underserved volunteers and the management of volunteer projects that meet specific community needs of low-income communities and schools.</li> <li>• Develop and follow-up with a target list of organizations as potential volunteer engagement collaborating partners;</li> <li>• Represent the Center in the community by attending community meetings to develop an understanding of the needs of individual volunteers and build relations with local organization staff;</li> <li>• Partner with peer organizations with successful programs to learn best practices and develop new opportunities for service;</li> <li>• Work with organizations to develop opportunities for key demographics (i.e. boomers, skilled volunteers, people with disabilities, business volunteers, families etc.);</li> <li>• Assist in the identification, recruitment and cultivation of possible volunteer leaders;</li> <li>• Build relationships within targeted low-income communities towards engaging residents as volunteer project leaders within their community;</li> <li>• Work collaboratively with all departments and VISTAs at the Center and assist efforts to deliver a broad range of services</li> </ul>
<p><b>Specific Skills Needed</b></p>	<ul style="list-style-type: none"> <li>• An interest in the field of volunteerism;</li> <li>• A commitment to serving the needs of low-income and underserved communities;</li> <li>• Excellent written and oral communication skills;</li> <li>• Computer literate, able to use common software applications and to learn new technologies;</li> <li>• Social Networking and online marketing expertise</li> <li>• Ability to conduct community research in person and via Internet;</li> <li>• Experience in community organizing is desirable;</li> <li>• Proficiency in Spanish and/or locally predominant Asian/Pacific Islander languages a plus;</li> <li>• Possession of a valid driver's license; and reliable transportation preferred.</li> <li>• Position may require some ability to work in the evenings and on the weekends</li> </ul>
<p><b>About Hands On Corps VISTA program</b></p>	<p>HandsOn Corps, a program of HandsOn Network (<a href="http://www.handsonnetwork.org">www.handsonnetwork.org</a>) is the national service model encompassing both AmeriCorps*National Direct and AmeriCorps*VISTA. The mission of the HandsOn Corps Program is to create a vital infrastructure of volunteer leadership that can mobilize tens of thousands of citizens who create measurable improvement in communities. Leaders are the key to creating a</p>



	<p>tipping point for change. Volunteer leaders bring new innovation and creativity to the community-based problem solving process, and sustain and engage Americans through civic opportunities in our communities.</p> <p>The HandsOn Corps AmeriCorps program engages National Direct and VISTA members in service to mobilize local communities around critical issues and challenges in the areas of Education, Economy, and the Environment. HandsOn Corps AmeriCorps members identify, train, and manage volunteer leaders who will then develop and manage high quality, impact-driven projects, engaging others and further enabling the critical work of grassroots nonprofit organizations.</p> <p>For their year of service, VISTA members receive a modest living stipend, health insurance, and an educational award. For more information see <a href="http://www.americorps.gov">www.americorps.gov</a>.</p>
<b>To Apply</b>	Please send cover letter indicating why you are interested in this position and resume to <a href="mailto:jburk@cvn1.org">jburk@cvn1.org</a> . Word documents or pdf preferred.