



<b>Program Name</b>	<b>Center for Volunteer and Nonprofit Leadership of Marin County, CA</b>
<b>Position Title</b>	<b>Flex Program VISTA</b>
<b>Position Start Date</b>	August 2nd, 2010
<b>Position End Date</b>	August 2 <sup>nd</sup> , 2011
<b>Contact Name</b>	Julie Burk
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<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 leadership program and developing an integrated Platforms of Service, providing varied volunteer engagement opportunities for the broader Marin community. As a result of our community outreach program this past year, we've identified a gap in flexible volunteer-centered service opportunities in the community. Since few organizations have the resources to effectively engage and support these underserved volunteers in service, we believe that if we develop and</p>

	<p>implement a program to assist our nonprofit community in meeting this deficit, we will be able to help engage more volunteers in making measurable differences within impoverished communities. Working together as a part of a four member team, this VISTA will expand the Center's reach and capacity to deliver programs—and increase service delivery community wide.</p>
<p><b>Specific Duties</b></p>	<p>The VISTA member who will support the Flexible Volunteer program. We envision the FLEX Program VISTA to be a program development and performance improvement position. This position will coordinate the development of partnerships with community organizations that can develop recurring FLEX projects, the marketing of FLEX opportunities to prospective volunteers, as well as the identification and training of new FLEX Volunteer Leaders who can manage site projects independently. This work began last year and we believe we can scale it up and develop a sustainable infrastructure within the next two years. Supporting the Flex program, this VISTA will be responsible for the following activities:</p> <ul style="list-style-type: none"> <li>• Meet with and provide strategic support to organizations in developing FLEX based projects</li> <li>• Develop and implement an outreach plan for prospective FLEX volunteers and FLEX volunteer leaders</li> <li>• Refine criteria and training for FLEX Volunteer Leaders</li> <li>• Represent the Center at community coalitions for National and Local Days of Service including MLK Jr Day, Earth Day, Week of Caring, and many more.</li> <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>• Serve as the Center's liaison to the community identifying as needed additional capacity and resources for effectively engaging and supporting volunteers in service;</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</li> </ul>

	<p>with local organization staff;</p> <ul style="list-style-type: none"> <li>• Partner with HandsOn affiliates with successful programs to learn best practices and develop new opportunities for service;</li> <li>• Facilitate the engagement of volunteers by establishing processes which address volunteers needs;</li> <li>• Partner with new nonprofits to develop new ways to engage volunteers to better accomplish their program goals;</li> <li>• Market the programs to nonprofits, public agencies and the community at large to encourage partnership and participation;</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>• Maintain Marin County's volunteering data</li> <li>• Develop Best Practices for volunteer project management to add to our website;</li> <li>• Assist in the identification, recruitment and cultivation of possible volunteer leaders;</li> <li>• Continue the development of a Project Leader Curriculum, Training Manual and Handbook;</li> <li>• Build relationships within targeted low-income communities towards engaging residents as volunteer project leaders within their community;</li> <li>• Work with targeted communities to identify potential to offer volunteer project leader training sessions within the communities where volunteer project leaders will work.</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>• 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</li> </ul>

	<p>Asian/Pacific Islander languages a plus;</p> <ul style="list-style-type: none"> <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 HandsOn 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 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>
<p><b>To Apply</b></p>	<p>Please send cover letter indicating why you are interested in this position and resume to <a href="mailto:jbark@cvnl.org">jbark@cvnl.org</a>. Word documents or pdf preferred.</p>