



Program: Chore Services & Transportation

Position Title: VISTA Volunteer Program Developer

Staff Contact: Cathy Dyball, Chore Services & Transportation Program Manager

Purpose of Position:

The VISTA Volunteer Program Developer will create an innovative home visit model that engages volunteers in helping older adults and people with disabilities maintain their independence or age with grace. As the Volunteer Program Developer, you will increase our capacity to help to older adults and adults with disabilities age in place by recruiting volunteers, developing a home visit model for the Chore Services and Transportation Program, and evaluating its effectiveness.

Member Duties:

As the Volunteer Program Developer for Community Thread, you will increase our Chore Services and Transportation Program's volunteer capacity in order to help older adults and adults with disabilities stay independent and age in place. You will strengthen our volunteer infrastructure for recruiting, onboarding and communicating with volunteers in the Chore Services and Transportation Program, develop a home visit model for volunteers and recipients of the program, and research and implement an evaluation plan to measure the effectiveness of the volunteer home visit model. Gain valuable hands-on experience with volunteer management, marketing, and program development at an established nonprofit organization!

Qualifications:

- Associate or Bachelor's Degree, or three years of related experience
- Interest in older adults, volunteerism, and nonprofit work
- Strong communication, organizational ability and planning skills
- Demonstrated community engagement skills
- Experience working with volunteers preferred
- Ability to take initiative and work independently with good judgment
- Team-oriented work style and effective interpersonal skills
- Must be at least 18 years old
- Have a high school diploma or GED
- Be a U.S. Citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Please note that final candidates will be required to successfully pass a background check before being officially enrolled as an AmeriCorps Vista Member

Time Commitment:

- 37.5 hours/week; Monday-Friday (some evenings and weekends may be required)
- Program Start/End Date: 07/29/2017-07/28/2018



Benefits:

Through this position you will gain firsthand experience in program development, program evaluation, and volunteer management while directly impacting the local community. These skills are valuable in many future careers, especially within the nonprofit sector. Through volunteer outreach you will be able to network with local community members and become connected with the greater Stillwater area. This position also offers the unique experience of collaborating with current and future volunteers at a variety of levels, from administrative support to leadership roles. You will be an integral part of a team by participating in staff and team meetings, attending trainings, and learning the importance of working alongside volunteers to support an organization's mission.

As a full-time AmeriCorps member, VISTAs serve full time for 12 months & receive:

- Modest Living Allowance
- Health Care Allowance
- Qualified Student Loan Forbearance
- Education Award or cash stipend upon successful completion of service
- Relocation allowance (for VISTAs relocating more than 50 miles)
- Ongoing, extensive support, training and professional development

Community Thread Expectations:

- Conduct behavior in a way that is respectful to all people while engaged as a volunteer for Community Thread (CT)
- Communicate ideas, concerns, questions, and experiences with your staff contact person or other CT staff as needed
- Respect and abide by all CT policies and procedures
- Complete all orientation, training, and evaluation requirements as advised by the staff contact for your volunteer position
- Promote and support CT in the community
- Demonstrate an attitude of inclusion concerning people of diverse race, religion, culture, education, economic background, and philosophies

To Apply:

- To apply, please submit a resume and cover letter to Cathy Dyball at Cathy@CommunityThreadMN.org by May 5
- Selected applicant will be asked to [apply online here](#)
- Contact Cathy Dyball at 651-439-7434 or Cathy@CommunityThreadMN.org with any questions

What is VISTA?

[VISTA \(Volunteers In Service to America\)](#) is a National Service program funded by the federal government through the Corporation for National & Community Service (CNCS). AmeriCorps VISTAs are committed to their mission to bring individuals and communities out of poverty. Members make a 12 month, full-time commitment to serve on a specific anti-poverty project. *This position is part of the [MAVA VISTA](#) program.*

Host Site Overview:

At Community Thread, we engage people through the Volunteer Center, the Older Adult Program, and the Chore Services and Transportation Program. For 50 years, we have made the St. Croix Valley region a better place to live by providing opportunities to learn, socialize and stay engaged with older adult programs, transportation to medical appointments, help with home maintenance tasks and tax returns, and connections to volunteer opportunities. Our mission is to leverage resources and volunteers to improve the quality of life for adults and their families in our local community.