



WSU VISTA Fellow - VISTA Volunteer Coordinator, Lawrence

Help us expand services for seniors in this vibrant university town by coordinating the volunteer corps, while being mentored in administrative leadership skills useful for a lifetime.

AmeriCorps VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or agency. They focus their efforts to build the organizational, administrative, and/or financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. Members earn a modest living allowance, limited benefit options and after a year of service are eligible for an Education Award of \$5,775 or post-service stipend. More information is available at www.VISTAcampus.gov.

Location: Douglas County Senior Services, 745 Vermont, Lawrence, KS
Website: www.dgcoseniorservices.org

Program Description: Douglas County Senior Services (DCSS) is committed to creating opportunities that allow older residents of Douglas County, Kansas, to remain independent and active in their homes and communities or assist them with necessary transitions. Our programs are designed to meet the variety of interests and needs of older adults and their families. From the active baby boomers to the frail elderly, we are committed to enriching the lives of residents in our county who are in the second half of life.

DCSS is a private, nonprofit 501(c)3 organization that is the designated go-to place for senior resources in Lawrence and all of Douglas County. Launching a fresh face and rebranding of the organization in late 2016, DCSS will emerge as the central clearinghouse for information for and about seniors, as well as for partnering agencies and professionals. New initiatives include retirement counseling, encore career development, reinventing aging, attracting retirees to Lawrence, and much more. Participation by the University of Kansas, City of Lawrence, Baldwin City, the Douglas County government, and many other entities assure the enduring impact of DCSS. Lawrence is a quirky, vibrant place that repeatedly makes lists of best places to live.

Other benefits: Participate fully in all employee inservices, events, and socials. Be part of work culture of fun-loving colleagues and delightful clients.

Required age: At least 21 years of age
Is a car or a driver’s license recommended or required: Recommended
Select minimum desired education level: Some college

Preferred skills of applicants:

Communications
Computers/Technology
Public Speaking

Recruitment
Writing/Editing

General Skills
Teamwork

Primary Duties

1. Create efficient and effective volunteer management systems.
2. Development and implement a marketing plan that recruits an adequate number of volunteers for growing needs.
3. Screen volunteer applications thoroughly and in a timely manner.
4. Interview and schedule additional interviews for volunteer applicants.
5. Confer with staff to assign volunteers to the right roles.
6. Negotiate, coordinate, communicate, and track volunteers' schedules.
7. Provide orientation of volunteers to the organization, policies, and procedures.
8. Coordinate additional orientation of volunteers by staff regarding specific functions assigned.
9. Create and implement a volunteer manual.
10. Assess and promote volunteer satisfaction.
11. Design volunteer appreciation strategies.
12. Evaluate volunteers with input from staff overseeing the volunteers.
13. Provide volunteer data reports to designated personnel.

The service areas in which the VISTA would serve:

Community and Economic Development
Community Outreach
Education
Entrepreneur/Business
Elder Care

Health
Hunger
Housing
Public Safety
Technology

Preferred Qualifications

1. Construct, articulate, and implement strategic plans related to the scope of the position.
2. Self-direct and receive direction in a professional, resourceful manner.
3. Set appropriate priorities and achieve a high level of productivity.
4. Design effective products to meet the needs of the organization.
5. Speak well in small and large group settings with poise and confidence.
6. Gauge accurately how various communication strategies would be received.
7. Interact with others in a pleasant, calm, and hospitable manner.
8. Organize logistical details and complex projects into efficient systems.
9. Work proficiently with information technologies, including the internet, MS Office Suite, Adobe, and other software applications
10. Accept instruction and feedback to improve performance, and makes necessary changes to comply in a timely manner.
11. Proactively interact effectively with a wide range of persons, and build connections and contacts for the benefit of the organization.
12. Make a good first impression as a representative of the organization.
13. Meet deadlines, produce high quality output, stay focused, and achieve goals.
14. Promote a positive and collegial work environment.

Dates of service: 2/1/2017 to 2/1/2018 (approximately)

For more information about this position, please contact:

Dr. Marvel Williamson, Executive Director, mwilliamson@dgcoseniorservices.org, (785) 727-7880