



**WSU VISTA - VISTA Program Development  
Coordinator with Penn House, Lawrence**

**Organization:** Ballard Community Services

Penn House is looking for someone to serve as a VISTA to assist in developing programs and expanding services for our unemployed and stigmatized population.

***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](http://www.VISTAcampus.gov).*

**Program Description:** The VISTA at Penn House will focus on developing new programs, recruiting and training skilled volunteers, and facilitating partner program cohesion via critical analysis and implementation of organizational policy. Developing programs and expanding services for our unemployed and stigmatized population. The GOAL for the program is breaking the cycle of poverty by building new, and expanding upon existing programs focused on training and tool building for employment, life skills, and anti-recidivism activities.

**Location:** Penn House, 1035 Pennsylvania, Lawrence, KS 66044

**Website:** [www.bzallardcenter.org](http://www.bzallardcenter.org)

**Required age:** 18 years old

**Is a car or a driver's license is recommended.**

**Select minimum desired education level:** Some college

**Preferred skills of applicants:**

|                           |
|---------------------------|
| Communications            |
| Community Organization    |
| Computers/Technology      |
| Conflict Resolution       |
| Fundraising/Grant Writing |

|                       |
|-----------------------|
| Recruitment           |
| Writing/Editing       |
| Non-Profit Management |
| Social Services       |
| Teamwork              |

**Primary Duties:**

1. The VISTA will recruit and train volunteers
2. Develop volunteer protocols
3. Oversee a recruitment project
4. Assist in scheduling activities and programs hosted by Penn House
5. Assist with building a new range and systems of services. Be a great part of setting policies for these programs' future administration
6. Develop a calendar of therapeutic and skill building activities
7. Collect data and assist with management methods

**The service areas in which the VISTA would serve:**

|                                    |
|------------------------------------|
| Community and Economic Development |
| Community Outreach                 |
| Education                          |

|                       |
|-----------------------|
| Entrepreneur/Business |
| Ex-Offender Reentry   |
| Homelessness          |

**Preferred Qualifications:**

1. An independent, self-motivated, creative and resourceful individual with a commitment to our mission.
2. Strong interpersonal, verbal, and written communication skills – please provide a writing sample.
3. Fundraising/grant writing experiences a plus.
4. Comfortable with computers, proficient with Windows Office Suite and database programs.
5. Valid driver's license, good driving record, and personal vehicle.

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

**For more information about this position, please contact:**

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