



**Date:** August 14, 2018

**Organization:** San Luis Valley Local Food Coalition

**Position Title:** Community Engagement/Construction Management VISTA

**Reports to:** Director of the Rio Grande Farm Park- Julie Mordecai

---

**Purpose of Position:**

- Continue to increase the use of and enhance the effectiveness of the Rio Grande Farm Park's volunteer program.
- Work to increase partnership with community organizations to sponsor work days and other events utilizing their volunteers to include: La Puente Volunteers, Dell's Insurance, Ruby Slipper Restaurant, Valleywide Health Systems, the Alamosa Chamber, The Alamosa Rotary and Optimist Clubs, SLV Regional Medical Center, Adams State University, etc.
- Continue developing business sponsorships.
- Work directly with Volunteer Coordinator-Kristina Steinberg, Director of the RGFP-Julie Mordecai and the Farm Manager-Jesse Marchildon.
- Continue building the Donor and Volunteer Database for better communication utilizing tools like Constant Contact and Donor Perfect.
- Rework the Media and Communications Plan and manage the Farm Park Social Media Presence.
- Develop a stewardship plan for donors and volunteers which might include get-togethers to thank them.
- Work with the Director of the Farm Park to start the design and construction phase of the Farm Park.
  - Help with the build out of the capital campaign for 2018.
  - Help manage the construction phase of the Park

**Key Responsibility Area:** Volunteer Management

**Specific Duties:**

1. Identify the volunteer needs of the Rio Grande Farm Park through interviews, surveys, and regular communication.
2. Develop a monthly orientation.
3. In conjunction with project staff, recruit, assist with training, orient, and place volunteers to help with the Park and with administrative duties for the Park and other programs at the Local Food Coalition if appropriate.
4. Develop a volunteer training program including ongoing support/communication, monthly orientations, and quarterly training opportunities
5. Assist with development of evaluation tools for assessing the success of the volunteer efforts.
6. Utilize evaluation from volunteers, program participants, staff and advisory board members on volunteer management practices and programs.
7. Be familiar with programs at the Park in order to support and share the programs with volunteers.
8. Utilize a volunteer orientation and policy book, as well as help ensure that all volunteer and committee hours are tracked.
9. Attend staff meetings and workdays to ensure volunteers are doing well and their needs are being met.
10. Participate in training related to volunteer management.
11. Manage Social Media Presence.
12. Take webinars in Donor Perfect and Constant Contact to better understand volunteer and donor management.
13. Enhance the stewardship program for donors and members.
14. Continue to develop the membership program and Monthly Engaged Giving Program for the Park, create a campaign to promote the program and get more members.
15. Continue House Parties to increase membership
16. Develop a mail campaign to increase membership
17. Some weekend and evening hours may be necessary.

18. Develop new volunteer opportunities, outside the volunteer workdays, that are relevant to volunteer wants/needs.
19. Work with Veteran Farmer Program along with team to ensure that it is successful.

**Job Relationships:**

**External:**

1. Will work with Adams State, Trinidad State, High Schools, Rotary Club & similar organizations, and other outlets in the community to recruit NEW volunteers.
2. Attend community volunteer fairs and present at volunteer clubs to share how to get involved with RGFP
3. Plan volunteer and Friends of the Rio Grande Farm Park events.
4. Will work with donors to find best level of membership or monthly engaged giving and will help develop donor communication program/schedule so donors are continually connected.
5. Develop relationships with RGFP farmers to improve volunteer program based on their needs; help plan regular social events with farmers, board, staff, and volunteers

**Internal:**

1. Will work with the Director of the Rio Grande Farm Park to develop skills and set goals for position.
2. Will be supervised by the Director of the Rio Grande Farm Park
3. Will provide and receive support from other staff participating on project, including collaboration on events, training, in-service opportunities, and community programming.

**Qualifications Required:**

1. Organizational skills and attention to details.
2. Project management skills a plus.
3. Construction management skills a plus.
4. Ability to work with Excel, Word, and Google Docs; willingness to learn new computer programs/databases.
5. Ability to work effectively with diverse populations
6. Interpersonal and organizational communication skills
7. Ability to manage others and delegate tasks
8. Ability to work effectively both independently and as part of a team
9. Familiarity with issues of low income families
10. High School Degree required. BA or BS preferred.
11. Spanish language knowledge is preferred, but not required

**Hours per Week:** 40

**AmeriCorps VISTA:** This position will be filled by an AmeriCorps\*VISTA member. To qualify for AmeriCorps\*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

For more information, please visit: [http://www.americorps.gov/for\\_individuals/choose/vista.asp](http://www.americorps.gov/for_individuals/choose/vista.asp)

**Program Benefits:** Choice of Education Award (\$5,815) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Living Allowance (\$990 monthly), Professional Development/Training

**Service Term:** August 2017 – August 2018

**Application Requirements:** Please apply through the MyAmeriCorps portal. Interviews will take place in May and June. Submitting an application early in the timeframe will be advantageous.

To apply, please visit <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the “Community Engagement Coordinator VISTA” position listing and complete a full application through AmeriCorps VISTA. Please contact Jenia Hooper at [hooper@crcamerica.org](mailto:hooper@crcamerica.org) if you have any questions on how to apply.

**Community Resource Center:** This AmeriCorps VISTA position is managed through the **Rural Capacity Building VISTA Project** of the Community Resource Center (CRC). CRC provides this resource to its partners in rural communities, and manages the recruitment, orientation, and reporting required for VISTA members. San Luis Valley Local Food Coalition serves as a sub-site of the Project and will provide project and on-site supervision of the Community Engagement Coordinator VISTA.

**For More Information:**

San Luis Valley Local Food Coalition: [www.slvlocalfoods.org](http://www.slvlocalfoods.org)

Rio Grande Farm Park: [www.riograndefarmpark.org](http://www.riograndefarmpark.org)

Community Resource Center: [www.crcamerica.org](http://www.crcamerica.org)

---