

## Hilltop's Domestic Violence Services VISTA Volunteer Job Description

TITLE: Domestic Violence Services Community Outreach and Volunteer Coordinator VISTA

HOURS PER WEEK: 40 hours per week

REPORTS TO: Support Specialist Supervisor

SERVICE TERM: 8/1/18-7/31/19

SUMMARY: This position is responsible for coordinating community outreach including coordinating special events for Hilltop under the direction of the Support Specialist Supervisor, conducting presentations about Hilltop services, and attending partnership meetings as needed. He/she will also assist with the recruitment, training and convening of Domestic Violence Services volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Individual must have regular attendance/punctuality, be able to cooperate with others, maintain confidentiality, and be completely honest. Other assigned duties include:

- 1) Conduct outreach presentations.
- 2) Attend community meetings and events.
- 3) Develop and maintain relationships with community organizations as assigned and provide program information and materials to those organizations.
- 4) Implement special events and fundraisers.
- 5) Recruit program volunteers and participate in their training.
- 6) Maintain communication with program volunteers.
- 7) Increase the communities' awareness of volunteer opportunities through the development and distribution of marketing materials and create print/electronic ads for volunteer opportunities
- 8) Maintain communication with Volunteer Coordinator and complete required documentation.
- 9) Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

EDUCATION and/or EXPERIENCE: Education or experience in Communications, Marketing, Business, event management, community outreach, partnership work, fundraising, and/or volunteer management; and knowledge of Microsoft Office computer programs, ability to effectively communicate with a variety of people orally and in writing, good writing skills, good interpersonal skills, and effective time management skills.

**ADDITIONAL SKILLS PREFERRED:**

Education: Bachelor's degree in Communications, Business, or related field.

Experience: Additional 2 years of experience in special event planning, fundraising, or volunteer management.

Special Skills: Training in public speaking, media relations, or related field.

Language: Spanish preferred

**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:** Housing Stipend (\$200/month), Professional Development/Training, Choice of Education Award (\$5,815) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Living Allowance (\$945 monthly), Professional Development/Training

**APPLICATION REQUIREMENTS:** Please apply through the MyAmeriCorps portal. Interviews will take place in 2-3 months. 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 "Hilltop Domestic Violence Services Community Outreach and Volunteer 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. Hilltop Community Resources serves as a sub-site of the Project, and will provide project and on-site supervision of the Hilltop Domestic Violence Services Community Outreach and Volunteer Coordinator VISTA .

**FOR MORE INFORMATION:**

Hilltop Community Resources: [www.htop.org](http://www.htop.org)

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