



# **VOLUNTEER CENTER of United Way Stanislaus**

## **California Volunteer Matching Network VISTA Project**

### **VISTA Member Position Description**

#### **Background**

The Volunteer Center of United Way Stanislaus (VCUW) is the only independent resource for volunteer involvement in Stanislaus County that is not restricted to any one program or service. Volunteers of all ages are recruited and referred to a network of 250 not-for-profit health and human service organizations.

VCUW is the local partner of California Volunteers' California Volunteer Matching Network (CVMN). The CVMN was launched in September 2006 in response to the need for a statewide volunteer matching system to allow all Californians to quickly and easily find volunteer opportunities in their own communities.

CVMN VISTA members will strengthen nonprofits across California that serve people living in poverty by helping them strategically increase their use of volunteers. The VISTA members will be placed at CVMN "Hubs" throughout the state. They will engage in outreach to nonprofits with limited or no use of volunteers to carry out their mission and help those organizations identify how volunteers can expand the reach and effectiveness of their programs. Subsequently, the VISTA members will assist those organizations in establishing new or enhanced volunteer management practices to ensure long-term program viability.

The VCUW CVMN VISTA will be responsible for outreach efforts to organizations serving people living in poverty specifically in the outlying communities of Patterson, Grayson, Newman, Riverbank, Oakdale, Empire, Ceres, and Waterford and the underserved areas of Modesto. VISTA will provide capacity building within these organizations, volunteer management assistance, volunteer recruitment, increase volunteer opportunities on the on-line database, strengthen relationships between the VCUW and organizations needing volunteers, and support and promote volunteering throughout the community.

#### **Activities and Tasks**

- Serve as the VCUW liaison to organizations that have had little or no contact with our center;
- Serve as the VCUW liaison to organizations in areas outside the primary service area of the VCUW to expand the geographic reach of our center;
- Develop and follow up with a target list of organizations;
- Attend community meetings where large numbers of organizations are present;
- Meet with organizations one-on-one to help identify ways they can better utilize volunteers to help meet their program objectives;
- Assist with the coordination and implementation of volunteer management training;
- Assist nonprofits and public agencies with the development of volunteer job descriptions;
- Assist nonprofits and public agencies with the posting of their volunteer opportunities on the VCUW volunteer matching website;
- Brainstorm with nonprofits regarding potential new, different and additional ways they can engage volunteers to better accomplish their program goals;
- Interview organizations about their use of volunteers, helping them complete a mini SWOT analysis on their volunteer programs; develop an interview questionnaire;

- Assist with marketing to nonprofits and public agencies to encourage their partnership with the VCUW;
- Share successes and challenges with other CVMN Hub VISTAs via regular conference calls and meetings;
- Connect with key associations and networks to promote services offered by the VCUW (i.e. health associations, schools, faith groups, etc.);
- Work with organizations to develop opportunities for key demographics (i.e. youth, boomers, people with disabilities, etc.); and,
- Collaborate with other AmeriCorps programs to identify organizations needing this assistance.

### **Recommended Skills and Qualifications**

- An interest in the field of volunteerism;
- A commitment to serving the needs of low-income and underserved communities;
- Excellent written and oral communication skills;
- Computer literate, able to use common software applications and to learn new technologies;
- Ability to conduct community research in person and via Internet;
- Experience in community organizing is desirable;
- Proficiency in Spanish and/or locally predominant Asian/Pacific Islander languages a plus;
- Possession of a valid driver's license; and,
- Reliable transportation.

### **Terms**

- Requires full time service for 12 months without outside commitments.
- Applicants must be 18 years or older.

### **Benefits**

CVMN VISTA members will receive a modest living allowance; a relocation allowance if eligible; health insurance; childcare assistance if eligible; and, upon completion of a full year of service, the choice of an education award or an end of service stipend.

Training and personal development are a key component of the VISTA program and will include learning about the CVMN VISTA program's goals and methodologies; community development; the field of volunteerism; nonprofit operations; cultural issues; and other topics.

### **To Apply**

1. Contact Barbara Borba at the VOLUNTEER CENTER of United Way Stanislaus by June 18, 2007. Resume and cover letter via e-mail preferred:  
 E-mail: bborba@uwaystan.org  
 Address: 422 McHenry Avenue, Modesto, CA 95354  
 Fax: (209) 523-4568  
 Questions: (209) 524-1307 ext. 113
2. If selected, applicants must also complete an online application and other documents.



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