



## **VISTA Assignment Description**

### **AmeriCorps VISTA – Volunteer and Engagement Associate**

#### **Organization Overview**

Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. From serving 55 students in 2005 to over 3,000 in 2021, CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Corps for a Change, Reading Corps, and Math Corps) to PreK through high school aged students.

#### **Position Overview**

The Volunteer and Engagement Associate VISTA AmeriCorps member will support the fundraising and marketing needs of CYC by recruiting and engaging individuals and corporate partners in meaningful experiences. This includes in-person volunteerism, virtual volunteerism, site tours, and in-kind drives. This position is critical during a time of growth and will partner with staff and AmeriCorps members to identify new volunteers, deepen current partnerships, and communicate with volunteers effectively.

**Supervision:** The Volunteer and Engagement Associate will be based in CYC's Denver office with the option to serve remotely 50% of the time. This position will be supervised by the Director of Development.

**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.

**Program Benefits:** Childcare assistance if eligible, Choice of Education Award (\$6,095) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$674.66 bi-weekly), Professional Development, Training, Laptop and cellphone to use during your term.

**Service Term:** August 16, 2021-August 15, 2022

**Hour Requirement:** 40 hours per week

## **Major Responsibilities**

### ***Plan Volunteer Opportunities***

- Partner with program staff and AmeriCorps members across four CYC programs to brainstorm volunteer and engagement opportunities
- Coordinate one-time and ongoing volunteer projects – both in-person and virtually – as well as site tours
- Support and distribute in-kind donations for students and events in partnership with volunteers

### ***Recruit and Retain Volunteers***

- Recruit individual volunteers through the website, social media, and other referrals
- Identify current and prospective corporate partners who want to engage with CYC and deepen their relationship with the organization through service

### ***Communication***

- Track volunteers in Salesforce for streamlined communications
- Create a plan to communicate with volunteers systematically and partner with staff to help convert a portion of volunteers into donors or sponsors
- Recognize and highlight impact of volunteers through newsletters, formal reports, blogs, and social media
- Build out volunteer information on the website and in social media to attract volunteers

### ***Commitment to Organizational Culture and Values***

- Commit to operate within a framework that centers CYC's organizational values of growth, inclusion, integrity, excellence, and community.
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
  - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities
  - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps members, and students
  - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps members, and community members with varied identities and life experiences
  - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability

### ***Qualifications***

- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven
- Highly organized with strong attention to detail
- Demonstrated ability in relationship building and community outreach
- Tact, diplomacy and ability to work as part of a diverse team
- Access to reliable transportation and the ability to travel throughout the region