

California Volunteer Matching Network (CVMN)

AmeriCorps*VISTA Member Position Description

Background

United Way of Santa Barbara County (UWSBC), established in 1923, has successfully transitioned from its traditional role as an organization primarily focused on fundraising and grant-making into an organization serving the community as a multi-faceted catalyst for collaboration and grass roots change. UWSBC is committed to building a stronger community through partnerships and is focusing attention on increasing volunteerism throughout Santa Barbara County to ensure the availability of adequate service provision to residents.

During the past year the Volunteer Santa Barbara County!TM website (www.volunteersbc.org), hosted by UWSBC, was introduced and more than 190 local organizations joined in its launch. VolunteerSBC allows interested persons instant access to an expansive listing of current local volunteer opportunities and the ability to sign up for them online. Volunteers register on the site and then can browse through all advertised positions, search by interest area or other criteria, or simply let the website find ‘matches’ based on user input.

The AmeriCorps* Volunteers In Service To America (VISTA) positioned at UWSBC will provide committed staffing to strengthen area nonprofits that serve people living in poverty by helping them strategically increase their use of volunteers through a comprehensive volunteer management program and the use of VolunteerSBC. The VISTA will participate in outreach to nonprofits with limited or no use of volunteers to identify ways in which effective volunteer management can expand the reach and effectiveness of their programs. Additionally, the VISTA will assist organizations in establishing new or enhanced volunteer management practices to ensure long-term program viability.

Activities and Tasks

- Serve as the CVMN Hub’s liaison to organizations that have had little or no contact with CVMN Hub;
- Serve as the CVMN Hub’s liaison to organizations in areas outside the primary service area of the CVMN Hub to expand the geographic reach of the Hub;
- Develop and follow up with a target list of organizations;
- Attend community meetings where large numbers of organizations are present;
- Outreach to organizations who serve people in poverty to help identify ways they can better utilize volunteers to help meet their program objectives;
- Assist above-stated organizations in achieving maximum volunteer recruitment through CVMN Hub’s programming;
- Assist with the coordination and implementation of volunteer management training;
- Assist nonprofits and public agencies with the development of volunteer position descriptions;
- Assist nonprofits and public agencies with the posting of their volunteer opportunities on the CVMN Hub’s volunteer matching website;
- Brainstorm with nonprofits regarding potential new, different and additional ways they can engage volunteers to better accomplish their program goals;
- Assist with marketing to nonprofits and public agencies to encourage their partnership with the local CVMN Hub;

- Assist with resource development for program sustainability;
- Participate in community activities with other CVMN VISTAs; such as sharing successes and challenges via regular conference calls and/or meetings;
- Connect with key associations and networks to promote services offered by the CVMN Hub (i.e. health associations, schools, faith groups, etc.);
- Work with organizations to develop opportunities for key demographics (i.e. at-risk youth, boomers, people with disabilities, seniors 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;
- Self-starter
- 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 a plus;
- Possession of a valid driver’s license; and,
- Reliable transportation.

Terms

- Requires full-time service for 12 months without outside commitments, such as school and other employment (some education exceptions apply); and,
- Applicants must be 18 years or older.

Benefits

CVMN VISTA members will receive:

- A living allowance of \$1,129 monthly; paid in bi-weekly payments of \$519.64;
- A relocation allowance, if eligible depending on the distance of the move;
- Health coverage;
- Ten personal leave days and ten sick days;
- Childcare assistance, if eligible (max \$300/month);
- An option to purchase life insurance;
- Option of cash stipend of \$1,200 or an Education Award of \$4,725 upon completion of a full year of service; and,
- Training and personal development opportunities, a key component of the VISTA program, which includes learning about the CVMN Hub’s program goals and methodologies, community development, the field of volunteerism, nonprofit operations, cultural issues, and other topics.

To Apply

1. Send or email resume to United Way of Santa Barbara County, 320 E. Gutierrez Street, Santa Barbara, CA 93101 Attn: Angela Wallace, Community Impact Coordinator, awallace@unitedwaysb.org