



Position Description: Summer VISTAs

Organization

Founded in 1987, Our House is a comprehensive program for the working homeless serving over 1,700 clients annually. Our House's mission is to empower homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. Operating on a 7-acre campus in central Little Rock, Our House provides working homeless and near-homeless individuals and families with shelter, housing, job training, education, children's programs, and more to equip them with the skills to be successful in the workforce, the community, and their own families

Positions

Child Development Summer VISTA

The Child Development Summer VISTA will design and implement curriculum for children ages 6 weeks to 5 years in the Little Learners Child Development Center. Responsibilities will include developing physical education curriculum for all children, developing health curriculum for older children, implementing curriculum weekly, and providing general age-appropriate programming for children during extended evening hours for our Career Center. This position requires serving closely with other Little Learners and Our House team members to engage children in healthy living activities (books, songs, games, etc.), to track attendance, and to ensure safety and wellbeing of all clients.

Career Center Summer VISTA

The Career Center is looking for a Summer VISTA who will design and pilot programs that empowers Our House residents and community members with the tools and skills needed to excel in both a career and in day-to-day life. The Career Center focuses on three main areas of programming: Financial Empowerment, Health and Wellness, and Education, Employment, & Training. The Career Center Summer VISTA will compile resources into a sustainable curriculum resource for future volunteers to implement with our Career Center clients.

Operations Support Summer VISTA

Working with the Operations team, this Summer VISTA will improve campus technology, facilities, grounds and logistics. This includes landscaping projects, networking, and beautification projects. Ability to lift 40 pounds and work in outdoor summer conditions required. Experience with tools, technology, and lawn equipment preferred. Time will be split between responsibilities according to skills.

Summer Feeding Kitchen VISTAs

Serving closely with the Children's Programs Cook, these VISTAs will prepare food for Little Learners and Our Club Summer Program. Food preparation will include breakfast, lunch, and snack every day for approximately 60 kids in Little Learners, 90 kids in Our Club, and 50 adults. The Summer Feeding VISTA is also responsible for paperwork to track meals received by Our Club youth for our Summer Feeding grant, complete food ordering and pick-up, and assist in cleaning the kitchen after each meal. The hours for the summer Feeding VISTA are Monday through Friday 7:30a.m. – 4:30p.m.

Resale Store Summer VISTAs

Resale Store Summer VISTA Associate will serve on-site at Our House's two Resale Stores (one in Little Rock and one in North Little Rock). At the stores, donations are received and sold, raising needed funds

to carry out Our House's mission. The stores provide paid job-training opportunities for clients of Our House. And in addition, Donation Centers located at the stores provide an easy-access drop-off point for donations that can either be sold or be distributed to the clients of Our House.

Volunteer Relations Summer VISTA

This Summer VISTA will be responsible for recruiting and coordinating volunteers. This will include recruiting individuals and groups, coordinating volunteer project schedules, tracking volunteer hours and cultivating standing partnerships with volunteers. The standard hours are Monday – Friday, 8am-5pm. Some evening and weekend hours may apply.

Meal Service Program Summer VISTA

The Meal Service Program VISTA is responsible for recruiting, coordinating and tracking hours of meal service volunteers for The Shelter program. The primary summer project is to develop a Meal Service Program Cookbook and other resources for meal servers. The standard hours are Monday-Friday, 10am-7pm. Some weekend hours may apply.

Youth Programs Summer VISTAs

Team Lead Summer VISTAs will serve directly with the various teams (Orange Team: Kindergarten through 2nd grade, Green Team: 3rd through 5th grade, Light Blue Team: 6th through 8th grade, and Dark Blue Team: 9th through 12th grade). The Team Leads are tasked with ensuring that youth are actively participating in enrichment activities and engaged during field trips. Must have a passion for serving marginalized (homeless, near homeless, formerly homeless, and low- income) youth.

Community Safety VISTAs will be tasked with ensuring that 90 youth feel safe and secure on campus and on field trips. Responsibilities will include but are not limited to escorting ill youth to the Wellness Center and the ACH dental van, supervising youth in "In-Club" suspension, and providing additional support for the entire youth team. Must have a passion for serving marginalized (homeless, near homeless, formerly homeless, and low- income) youth.

Summer VISTA Programmers will be tasked with creating and implementing age-appropriate programming for 90 youth (Kindergarten through 12th grade). The programming areas are Healthy Lifestyles (nutrition, stress relievers, and healthy relationships), Life Skills (i.e. etiquette/manners, communication, and professional/academic development), Performing Arts (i.e. music, theatre, and dance), Physical Fitness (i.e. sports, yoga, and team building activities), STEM (Science, Technology, Engineering, and Math), and Visual Arts (i.e. photography, graphic design, sculpting). The ideal candidate will have superb ideas for the programming area of their choice or have a background in this programming area. Must have a passion for serving marginalized (homeless, near homeless, formerly homeless, and low- income) youth.

Qualifications

Summer VISTAs will be thoroughly committed to Our House's mission. All candidates should have the following qualifications:

- At least 18 years of age.
- A United States Citizen, National, or Permanent Resident.
- Able pass federal and state background checks and a check of the Child and Adult Maltreatment Registries

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- Available to attend orientation on Thursday, May 25th and Friday, May 26th and to serve without interruption from May 30-August 5, 2017.

Compensation

Summer VISTAs receive a living allowance of \$455.70 every two weeks. At the end of a successful term of service Summer VISTAs receive either a \$1,213 Segal AmeriCorps Education Award or a cash stipend, which accrues at the rate of \$125 per month. Summer VISTAs are NOT eligible for health coverage, child care benefits, or relocation assistance.

To Apply

There are three steps to applying. Please complete all steps as soon as possible:

1. Send a resume and cover letter to Blake Tierney at vistaleader@ourhouseshelter.org. Include the words "Summer VISTA" in the email subject line.
2. Complete the Our House Summer VISTA application, which Blake will email to you once he receives your resume.
3. Apply for "A Summer VISTA at Our House" at my.americorps.gov.

These positions must be filled by Friday, May 5. Applications submitted before Friday, April 7 will be given priority consideration. We strongly encourage you to attend Speed Interviews on Saturday, April 8.

Our House is a drug-free workplace.