Position Description: Volunteer Relations VISTA

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.

Responsibilities

Reporting to the Volunteer Coordinator, the Volunteer Relations VISTA will:

- Conceptualize, design, and implement volunteer recruitment, screening, and placement materials, policies, procedures, and tracking systems and train staff on these systems.
- Create volunteer position descriptions and training plans; oversee volunteer placement and coordination of projects; guide volunteers to appropriate Our House programs and projects.
- Coordinate with a team of VISTAs to plan and present bi-weekly volunteer orientation.
- Maintain our service learning program to educate and engage volunteers in a sustainable way.
- Work toward positive retention of long-term volunteers while attracting new ones.
- Serve as a point person for general volunteer inquiries.
- Serve as a central collection point for volunteer documentation.
- Create reports based on data collected related to volunteers and hours served and recruit volunteer mentors and advocates.

Compensation

This is a full-time national service position that provides a living allowance of approximately $12,456 over the course of one year. You also have the choice of one of two awards at the end of a successful year of service: a $1,800 cash stipend bonus or a $6,095 Segal Education Award for future educational expenses or federal student loans. Health insurance is not available but some additional health benefits are available to VISTAs to help with the cost of co-pays and other medical expenses. Childcare assistance and relocation assistance are available to VISTAs who qualify. Life insurance and 1 year of non-competitive eligibility are also available. Some professional development training opportunities are offered and paid for by Our House. You are responsible for your own housing and living expenses.

Qualifications

All year-round VISTAs will be thoroughly committed to Our House’s mission and to national service. The ideal candidate will embrace Our House’s Guiding Principles of Hard Work, Wise Decision-Making, Community, Initiative, Integrity, Safety, and Heart. All candidates should have the following qualifications and experience:

- Strong written and verbal communication skills, including public speaking skills.
- Strong people skills. Able to form effective working relationships with a wide range of people.
• Strong organizational skills and ability to drive multiple simultaneous projects to completion.
• Self-starter.
• At least 18 years of age.
• Must be able to lift 35 pounds.
• A United States Citizen, National, or Permanent Resident.
• Bachelor’s degree preferred.
• Must commit to serve full-time (40 hours a week) for one-year starting on April 13th, 2020.

To Apply
Send a resume and cover letter to vistaleader@ourhouseshelter.org. In the subject line, include the title of the position or “Year-Round VISTAs at Our House” if applying to more than one. There are two more steps to the application process after we receive your resume.

This position must be filled by March 20th.

Our House is a drug-free workplace.