

Family Resource Center VISTA at Community Children's Center- Volunteer Coordinator and Resource Development

Description

This Family Resource Center (FRC) VISTA position supports wraparound services for Community Children's Center (CCC) focused on basic needs supports for Douglas County, Kansas families with children from birth - five. The FRC provides wraparound services including a clothing closet, children's programming, parent education, and resource navigation to stabilize and strengthen the lives of families with young children

As the FRC VISTA, you will provide support by identifying and managing volunteers for the FRC, helping build capacity and innovation by sustaining relationships with community partners, and improving shopper experience by developing a robust volunteer training program.

Position Objective

CCC operates a rapidly growing FRC with activities currently located at Kennedy Early Childhood Center in Lawrence, Kansas. In the last quarter, the FRC served 235 families. Ninety-two Family Support Services were provided to 22 families, 77 families experienced Grow and Go parent/child engagement opportunities. There were 183 clothing closet visits, with a total of 4,991 items given out to 229 children. A new location with expanded services is currently under construction at 346 Maine St. with completion anticipated in 2025. With this new location will come a need for a volunteer corps to help set up and run the community store. The FRC VISTA will be vital to establishing a volunteer recruitment plan, training new volunteers, and exploring opportunities to support program sustainability.

Job Summary

As a full-time VISTA member, you will be giving back to your community, helping create a more just and equitable system of support for families during a particularly vulnerable time. As the FRC VISTA, you will provide capacity-building support for our community store and resource navigation programs. You will develop leadership, communication, and program development skills leading volunteers as they perform direct service. You will develop organizational skills as you build relationships with community organizations to help make our programs more efficient and sustainable. Additionally, you will learn and engage with a focus on equity, diversity, inclusion, and accessibility at the forefront of learning, development, and action. As a cornerstone of CCC, you will partner with our Family Advisory Committee and work alongside CCC staff to ensure equity is at the forefront of all decisions and actions.

This position will initially serve at the Clothing Closet located within the Kennedy Early Childhood Center located at 1605 Davis Rd, Lawrence, KS 66044. Clothing Closet hours are Monday through Friday, 9:00 am to 5:00 pm with shopping done only by appointment. This position will also assist with the transition to and opening of the 346 Maine St. building. Once Maine St. is opened, this position will assist with the final closure of the Kennedy location. This is a full-time position; 35 hours per week, serving during business hours for 12 months from the initial start date. The routine schedule will be Monday through Friday, during normal business hours but must be willing to work occasional evening or weekend hours.

Reports To: FRC Director

Supervises: Volunteers

About You:

- You have a High School Diploma with at least a year of related experience. You might be attending or have a college degree in social work, education, non-profit management, public health, or related majors.
- You are at least 21 years of age and have reliable transportation to get to and from work as well as to travel throughout Douglas County as needed to coordinate and develop volunteer programming.
- You love helping others. CCC's FRC offers direct service, and as a part of our team, it is part of your daily routine to oversee volunteers as they do this. You make partners, volunteers, and our clients feel empowered and welcome with your presence. We want everyone to feel a sense of belonging, and that they feel better about themselves after receiving our services.
- You are collaborative. You excel at building and nurturing relationships, not only within your own department but also with community members and organizations that share our mission. You actively seek opportunities to collaborate and communicate effectively, fostering a culture of teamwork and mutual support throughout the community.
- You are innovative and ready to create services to fill gaps in our community. You are able to look at our community needs and simultaneously uplift partner services while identifying gaps and working to find innovative ways to build capacity and fill those needs.
- You believe in creating and maintaining safe spaces. You can work with and encourage interaction between people of all ages, abilities, and backgrounds. You go out of your way to independently research other cultures and social issues outside of your own, and often speak up when you feel something is not culturally appropriate.

Member Essential Duties

- Develop a volunteer corps for CCC's FRC that creates a welcoming and equitable system of recruitment and retention of volunteers
- Provide engagement and oversight of volunteers and develop effective means of volunteer recognition throughout the year
- Ensure volunteer time is accurately reported and develop training materials to support volunteer knowledge and service
- Establish and strengthen mutually beneficial relationships with community partners to help create regular donation sources that will support our community store and FRC services
- Assist with the collection and reporting of data to determine what additional resources would be beneficial to our clients, and support our clients through the navigation of community services as needed

AmeriCorps VISTA Program Benefits

- Relocation allowance
- Children assistance, if eligible
- Health insurance coverage*
- Education award upon successful completion of service
- Choice of Education Award or End of Service Stipend
- Training
- Living allowance

*Note: For details about AmeriCorps VISTA healthcare insurance benefits, please visit <http://www.vistacampus.gov/healthcare>

AmeriCorps VISTA Terms

- Car recommended

- Permits working at another job during off hours
- Permits attendance at school during off hours

AmeriCorps VISTA Service Areas

- Hunger
- Homelessness
- Community Outreach