Volunteer Development Coordinator VISTA
AmeriCorps VISTA

Effective Dates: 02/13/2023 – 02/12/2024

Sponsoring Organization: Arizona Food Bank Network

Site Location: City Help Center (75 N Central St Colorado City, AZ 86021)

Primary Focus Area: Food Security – Healthy Futures

Position Description

The goal of this project is to help eliminate poverty through the development of a sustainable network of volunteers for a high-volume food pantry, serving residents of Colorado City, Arizona, a population suffering up to a 49% poverty rate. This project will address food insecurity through weekly drive-thru food distributions, food box deliveries, and heart-healthy cooking classes. The VISTA will increase capacity by building a network of local volunteers to improve the pantry in these areas, allowing City Help Center Food Bank to continue to serve using an 80-90% volunteer base. The VISTAs efforts will allow City Help Center to continue to provide food insecure clients with critical resources for their families, thereby reducing poverty.

Responsibilities

- Researching local churches, nonprofits, schools and other agencies that could provide volunteers to support the food bank.
- Building relationships with various agencies through phone calls, emails, etc. in order to draw interest and connect with local volunteers.
- Creating advertisements on various platforms to reach potential volunteers.
- Implementing a system of human capital development for volunteers that will include cultural sensitivity training, policy and procedure training, and food bank processes training.
- Survey volunteers to identify their interests and abilities to be able to place them in a role that aligns with their interests and cater their training more specifically to the site they will be serving.
- Implementing training that will inform volunteers on best practices, how to report concerns, and behavior guidelines.
- Developing training that will ensure that volunteers are equipped with the proper tools to engage in a culturally sensitive manner.
- Develop a volunteer handbook, which covers the necessary trainings and expectations for new and current volunteers.
Key Skills, Knowledge, Abilities, & Qualifications

- Computer literacy
- Networking skills
- Self-motivated
- Excellent communication skills
- Good interpersonal skills
- Analytical skills

Benefits for VISTA Members

- Volunteer/staff housing provided by City Help Center
- Living stipend to cover the basic costs of living (find out more at nationalservice.gov)
- Choice of Education Award or End of Service Stipend upon successful completion of service
- Health coverage at no-cost
- Relocation allowance
- Student loan forbearance and deferment
- 10 personal and 10 sick days
- Childcare assistance if eligible
- One year of non-competitive eligibility for federal government positions upon completion of service
- Professional development training

AmeriCorps Eligibility Requirements

- Must be 18 years of age
- US citizen, national, or legal resident
- Successfully complete a criminal background check
- Valid driver’s license

How to Apply

- Please send resumes to: erica@azfoodbanks.org
- Apply through the MyAmeriCorps Portal: https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=115475