

# **AmeriCorps\*VISTA Leader, City of Miami VISTA Partnership, Miami, FL**

## **AmeriCorps\*VISTA Leader Position Description**

### **Coach.**

Help AmeriCorps\*VISTA members overcome some of the same challenges you may have faced previously.

### **Motivate.**

Share your AmeriCorps\*VISTA experience in an effort to recruit new members to the national service family.

### **Coordinate.**

Create a supportive community of AmeriCorps\*VISTA members that encourages reflection, professional development, and the sharing of resources and information.

### **Inspire.**

Apply today to become a VISTA Leader with the City of Miami VISTA Partnership.

AmeriCorps\*VISTA Leaders support and coordinate large AmeriCorps\*VISTA programs, involving up to 24 AmeriCorps\*VISTA members. This Leader will serve as a role model, recruiter, trainer, and resource provider. Just as AmeriCorps\*VISTA members work to expand and build the capacity of the community, the Leader works to expand and build the capacity of individual AmeriCorps\*VISTA members and their respective service sites.

The mission of the City of Miami VISTA Partnership is to help local community-based and faith-based organizations build capacity to better serve our residents, help combat poverty and improve the quality of life in our community.

## **The Responsibilities**

The AmeriCorps\*VISTA Leader is involved in developing or expanding an AmeriCorps\*VISTA project. The Leader can:

- Help recruit, screen, place, and train volunteers
- Coordinate members and develop monitoring, reporting, and project management systems
- Coordinate timely and inclusive submission of member reports and timesheets
- Promote information sharing and develop an AmeriCorps\*VISTA support network, providing regular communication and support to up to 24 VISTA members and 24 supervisors via phone, e-mail, and conference calls to furnish resources and moral support.
- Develop ongoing professional development workshops for VISTA members and community stakeholders
- Conduct site visits to provide technical assistance and support to VISTA members and ensure communication with site supervisors
- Write grants, raise funds, and conduct broad-based public awareness campaigns.

In general, the Leader sets an example of leadership for AmeriCorps\*VISTAs, ensures positive relations, facilitates the sharing of ideas and resources, and serves as a liaison to the community, the project, supervisors, and AmeriCorps\*VISTA members.

## **Qualifications**

The City of Miami is looking for an individual with these preferred skills and qualifications:

- One year's experience with AmeriCorps, AmeriCorps\* VISTA , or NCCC, or two years with the Peace Corps.
- A desire to make a positive difference in the lives of national service participants and low-income communities.
- Experience with non-profit organizations, volunteer management, event planning, and fundraising.
- Outstanding organizational skills, oral and written communication skills, and computer skills.
- Exceptional capacity to lead persons of diverse backgrounds and in diverse community and organizational settings.
- An ability to set goals, take initiative, and work independently and collaboratively within a team-oriented environment.
- An ability to meet deadlines, work flexibly, and effectively handle stress.
- An ability to live at the poverty level, while serving 40 hours per week for one year.

### **Gain benefits— plus skills that will last a lifetime.**

- Every current AmeriCorps\*VISTA Leader is eligible for a \$200 per month increase in the subsistence allowance received by AmeriCorps\*VISTA member, effective beginning the date of their Leader assignment.
- The AmeriCorps\*VISTA Leader receives health benefits. A Leader who has not already received two education awards may opt for a \$4,725 education award, which can be used toward repaying outstanding qualified loans or toward future higher education programs.
- A Leader who has completed a term of service as an AmeriCorps\*VISTA member and does not choose the education award accrues a \$2,400 stipend, which is paid upon completion of the full year of service. A Leader who is a Returned Peace Corps Volunteer and has not previously completed a term as an AmeriCorps\*VISTA member and does not choose the education award accrues a \$1,200 stipend.
- The Leader receives cutting-edge training in areas such as creative thinking, project management, coaching and mentoring, and recruitment during an intensive five-day seminar toward the beginning of service.

### **Share your wisdom. Apply today.**

If you are interested in becoming an AmeriCorps\*VISTA Leader, please contact Dorcas Perez, Program Director of the City of Miami VISTA Partnership by phone at 305-416-1536 or e-mail at [dperez@miamigov.com](mailto:dperez@miamigov.com).