

## **AmericorpsVISTA Position**

### **Opportunity Center Program Assistant/VISTA**

#### Job Summary

Catholic Charities, in partnership with Hennepin County, St. Stephen's Human Services and other community partners, is transitioning its service model at the Branch III drop-in center to a new, more dynamic model that aims to actively attract and engage visitors who would benefit from community supports.

The new facility will be referred to as the Opportunity Center and will include an elevated number of on-site community supports for people experiencing homelessness. The facility will aim to establish a different service culture – one where visitors in greater proportion will anticipate spending time actively engaged in services as opposed to accessing services for only basic needs management. A VISTA Volunteer is needed to work on program development, volunteer coordination as well as facilitate the new partnerships between agencies at the Opportunity Center.

#### Essential Duties & Responsibilities:

##### *Program Development*

1. Lead or assist with program development at new Opportunity Center.
2. Serve as a member of the Opportunity Center Advisory Committee
3. Assist in monitoring/ evaluating statistics and outcomes of Opportunity Center
4. Keep informed of developments and trends at Opportunity Center and remain alert to changing community needs.
5. Participate in all required trainings to meet agency training standards.
6. Maintain positive relations with collaborating organizations and other stakeholders.

##### *Volunteer Coordination*

7. Coordinate and support volunteers at direction of Opportunity Center Program Manager.
8. Assist Program Staff and Volunteer Resource Staff with recruitment, selection, and placement of new volunteers
9. Provide orientation and ensure appropriate training for System Navigators.
10. Meet regularly with volunteers to guide and support volunteers in their service.
11. Work with Program Manager to assess and develop volunteer programming capacity and address concerns of volunteers
12. Gather volunteer data such as program outcomes and volunteer hours. Report data to Program Manager monthly.

##### *Facilitate Partnerships*

13. Create and maintain community relationships/partnerships to support the success of new Opportunity Center
14. Significantly and consistently contribute to the positive community culture that promotes learning, diversity, problem solving, resourcefulness, accountability and excellence.
15. Facilitate involvement with other community programs in order to advance effective Opportunity Center partnerships

*Assume other duties as assigned by supervisor*

#### Qualifications Needed

- Excellent interpersonal skill with ability to engage clients, volunteers and other Opportunity Center stakeholders.
- Understand issues surrounding homelessness, as well as identify with people experiencing homelessness.
- Knowledgeable of and/or trainable to intermediate level of familiarity with resources available to people experiencing homelessness.
- Highly organized, capable of managing scheduling, data tracking, and reporting tools.
- Intermediate-level skill in use of internet and Microsoft Office applications.

*This is an Americorps VISTA position so it is a 12 month volunteer position with a living allowance of about \$900/mo plus either a \$1200 end-of-service award or \$4725 educational award; as well as childcare allowance, healthcare and opportunities for professional development and training. VISTA members may not have other employment while a VISTA but may take educational classes as approved by their supervisor. More about AmericorpsVISTA is available at [www.americorps.gov](http://www.americorps.gov).*

To apply: Please email resume and cover letter to Adrienne Hannert  
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