



AmeriCorps VISTA Announcement

Program Operations VISTA

College Mentors for Kids, Inc.
Indianapolis, IN

Organizational Mission, Vision, and Values

Mentoring transforms lives: we connect kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures. Through our mentoring program, 1st through 6th graders in the community are paired one-on-one with a college student mentor and together they participate in activities focused on higher education and careers, culture and diversity, and community service. Our innovative program focuses on improving the likelihood that elementary school youth will achieve their optimum potential while providing high-quality service and leadership opportunities for college students. We currently serve around 2,700 kids and 3,200 college students across the country. **Our vision is for all school kids to look forward sooner and be able to give back later.**

We value:

- The power of mentoring
- A devotion to mission, one another, and community
- Belief in the human potential to achieve beyond current circumstances
- The exponential impact of the collective
- Fiscal responsibility
- 'Awesomeness' in every effort and interaction

College Mentors for Kids has a hardworking culture of mentoring, teamwork, service, and dedication. Candidates should have values, interests, and a work style that are aligned with this culture.

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from July 8, 2019 – July 7, 2020. The VISTA will not be considered an employee of College Mentors for Kids, but rather a volunteer through the Corporation for National and Community Service (CNCS). As such, compensation and benefits are determined by CNCS and are standard; they are not set by College Mentors for Kids.

Benefits include:

- A living allowance of \$944/month
- Optional healthcare benefits
- 10 personal days and 10 medical leave plus holidays determined by College Mentors
- Relocation assistance
- Child care assistance
- Upon successful completion of service, your choice of an education award of \$6,095 or cash stipend of \$1,800

VISTAs will work a full-time schedule which typically includes 40-45 hours per week Monday – Friday. For more information on AmeriCorps VISTA, please visit

<https://www.nationalservice.gov/programs/ameriCorps/ameriCorpsvista>.

Program Operations VISTA Position

We are seeking a highly-motivated individual to serve in our Indianapolis office. As part of the program team, the Program Operations VISTA will work with program staff to direct and manage projects to support kids and college students in our communities. The Program Operations VISTA supports the administrative functions that sustain our mentoring program. This VISTA position will report to the COO.

Responsibilities and Projects:

- Contribute to the strong mentoring practices by ensuring mentors and chapter staff complete required trainings in a timely matter by implementing a new text communication system
- Oversee enrollment of mentors and kids by developing a system to monitor and track applications
- Ensure program data fidelity and manage volunteers who oversee the data
- Strengthen systems for planning National Conference, an annual training event for college student leaders, and other College Mentors events
- Assist with the internal chapter fundraising process and enhance finance tracking
- Support communication with current college students and alumni
- Other opportunities and responsibilities which support the overall mentor program and organization

Qualifications

- Undergraduate degree required
- Align with organizational values listed above
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Excellent professionalism and work ethic
- Volunteer experience with College Mentors for Kids is preferred
- Experience with Microsoft Excel preferred

You might enjoy this position if:

- You like motivating and holding volunteers accountable
- You enjoy working with detailed information and ensuring accuracy
- You understand the value of and enjoy working behind-the-scenes to help a team accomplish a goal
- You enjoy taking initiative and managing multiple projects at the same time

Application Instructions

To apply, please email your resume to Erin Cosler at ecosler@collegementors.org. We will review applications on a rolling basis and will make an offer as soon as we find an ideal candidate. We encourage applicants to submit their application as soon as possible.

Additional details regarding College Mentors for Kids may be found at www.collegementors.org. Equal Opportunity Employer.