



AmeriCorps VISTA Announcement

Volunteer Support & Stewardship 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 32 chapters in 9 states. **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, community, and one another
- Belief in the human potential to achieve beyond current circumstances
- The exponential impact of the collective
- Fiscal responsibility
- ‘Awesomeness’ in every effort and interaction

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from July 6, 2021 – July 5, 2022. The VISTA will not be considered an employee of College Mentors for Kids, but rather a volunteer through AmeriCorps. As such, compensation and benefits are determined by AmeriCorps and are standard; they are not set by College Mentors for Kids.

Benefits include:

- A living allowance of \$1,116/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 \$6,345 or cash stipend of \$1,800

VISTAs will work a full-time schedule Monday – Friday. For more information on AmeriCorps VISTA, please visit <https://www.nationalservice.gov/programs/ameri-corps/ameri-corpsvista>.

Volunteer Support & Stewardship VISTA Position

We are seeking a creative, strong written communicator who takes initiative to serve as the Volunteer Support & Stewardship VISTA. This position will oversee communication with college student leaders, mentors and families to ensure program constituents are connected to the National Office and engaged

with the mission on a broader level. This VISTA position will report to the Director of Enhancement and Engagement.

Responsibilities and Projects:

- Oversee mass communication, such as texting and emailing, to college student volunteers and families to prepare them for their roles in the program, keep them engaged in organizational initiatives, and provide relevant updates
- Manage communications requests from staff and coordinate the communications calendar to keep outreach to families and college student volunteers organized and effective
- Collaborate with the program team to brainstorm and implement volunteer recognition
- Ensure feedback from families and college students is considered and participate in collecting community perspective and incorporating it into our program model
- Help facilitate best practice sharing and celebrate successes among college students and volunteers
- Other opportunities and responsibilities which support the overall mentor program and organization

You would be a great fit for this role:

- You enjoy creating compelling communications to share program impact; you also have a strong attention to detail, including excellent grammar and proofing skills.
- You enjoy taking a big concept and developing creative ways to put it into practice.
- You are a strong communicator, utilizing both verbal and written skills.
- You enjoy managing and following a process.
- You enjoy facilitating connection and engagement among volunteers.
- You enjoy taking initiative and managing multiple projects at the same time.

Application Instructions

Please note that in order to be considered for this position, you **must apply through the AmeriCorps website**. No applications mailed or e-mailed to our office will be considered. Follow these steps to apply:

- Go to: <https://my.americorps.gov/mp/listing/publicRequestSearch.do>
- In the "Program Type" drop-down box, select "AmeriCorps VISTA"
- In the "State" drop-down box, select "Indiana"
- In the "Program Name" search box, type "College Mentors"
- Click on the Volunteer Support & Stewardship position listing and then at the bottom click on "Apply Now"

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.