



AmeriCorps VISTA Announcement

Volunteer Support & Stewardship VISTA

College Mentors for Kids, Inc.
Indianapolis, IN

Organizational Mission

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.

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from August 1, 2022 – July 31, 2023. 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 \$1,250/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 \$6,495 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/ameriCorps/ameriCorpsvista>.

Volunteer Support & Stewardship VISTA Position

We are seeking a creative, strong written communicator to serve as the Volunteer Support & Stewardship VISTA. This position will design and create resources for program enhancements and communicate effectively 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:

- Design, create, and disseminate resources and materials to college students around program enhancements such as SEL, child recruitment, DEI, and anti-bullying
- 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
- Engage college students throughout the year by recognizing and celebrating successes, and in collaboration with other staff and VISTAs, ensure a smooth transition for seniors as they become alumni to keep them involved after graduation
- Other opportunities and responsibilities which support the overall mentor program and organization

You would be a great fit for this role if:

- You are creative and skilled at visual design.
- You enjoy creating compelling communications and materials that effectively convey program impact or new initiatives.
- You are a strong communicator, utilizing both verbal and written skills.
- You enjoy managing and following a process.
- You enjoy motivating volunteers and engaging them with the organization and each other.
- 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.