



**THUNDER
VALLEY**
COMMUNITY DEVELOPMENT CORPORATION

VISTA Volunteer Coordinator

Position Overview

The VISTA Volunteer Coordinator will provide oversight and management to a team of VISTA's, and potentially Summer Associates, that will advance the efforts of the Promise Zone partners in three key areas: economic development, housing, and community engagement. The VISTA Volunteer Coordinator will: 1) Track the activities of the VISTA's and the progress of their goals; Provide ongoing support, coordination, and professional development to the VISTA's; and collect and analyze project impact data on a monthly basis; 2) Conduct recruitment strategies for the Pine Ridge Promise Zone VISTA and Summer Associates and 3) Serve as liaison to ensure positive relations, facilitate idea sharing, mediate problems from community, TVCDC, VISTA's and supervisory sites.

Reports to

Director of Regional Equity

To Apply

Please email a cover letter and resume to jobs@thundervalley.org, including VISTA Volunteer Coordinator in the subject line.

Compensation & Benefits

Compensation: \$38,000-\$44,000 annually depending on experience

Position Type: Full-time, hourly, nonexempt, not to exceed 40 hours per week

Benefits:

- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to \$1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

Essential Duties & Responsibilities

- Provide oversight and management of VISTA's and Summer Associates.
- Track the activities of the VISTA's and the progress of their goals; collect and analyze project impact data on a monthly basis.

Healing • Hope • Liberation

290 Empowerment Drive • Porcupine, SD 57772

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- Provide ongoing support, coordination, and professional development to the VISTA's.
- Develop an active recruitment strategy to recruit, screen and train VISTA's and Summer Associates. Identify local, regional, national resources for recruitment. Conduct presentations and outreach for recruitment.
- Write Volunteer Assignment Description's and Opportunity Posts for Corporation for National and Community Service (CNCS).
- Develop and conduct orientation/onboarding process for VISTA's and Summer Associates.
- Collect data on Pine Ridge Promise Zone VISTA project accomplishments on a monthly basis. This data will be used to construct quarterly reports to CNCS.
- Lead report writing to CNCS.
- Schedule and document one-on-one quarterly site visits with all VISTA's and their host site to get a strong sense of their project goals and work place environment. (including identifying supports, challenges, potential pitfalls, training needs).
- Develop and implement electronic storage system for VISTA progress reports, timesheets, VISTA files and collating content for quarterly CNCS reports.
- Develop and manage scheduling and placement of the Summer Associates.
- Develop and manage communication system, schedule, and agenda for VISTA monthly meetings, site visits, and other meetings as needed. Distribute monthly meeting notes to VISTA's and Site supervisors.
- Serve as liaison to VISTA and Summer Associate sites to ensure positive relations, facilitate idea sharing, problem solve, and provide support.
- Lead coordination efforts for the required 2-3 days of service and the Tribal Recognition Day for VISTA's.
- Create relationships with local businesses and/or tribal partners to promote community service and volunteer/mentoring opportunities for youth.
 - Partner with Thunder Valley CDC and other VISTA's to identify businesses and/or tribal programs that could sponsor internships, community service or volunteer opportunities for youth throughout the year.
 - Track and monitor outreach efforts to business and/or tribal programs; ensure that organizations are not being asked to participate repeatedly.
 - Conduct outreach to local schools and school counselors regarding community service learning requirements and potential student group opportunities.
 - Track progress of efforts: outreach, sponsoring sites, completed activities for the year.

Demonstrated non-technical and personal skills

- Strong oral and written communication skills.
- Strong organization and follow-thru skills in both individual and collaborative work.
- Self-starter in work.
- Project planning and execution (define project, develop appropriate work plans, drive projects to successful completion).
- Team Building and long term commitment.
- Problem solving for and execution of multi-team member/ multi-site issues.
- Attention to detail and strong logical reasoning.
- Demonstrate leadership across teams of people.
- Adaptable to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

Qualifications, Knowledge, Skills

- BA/BS or relevant equivalent work experience
- History of working with and/or leading team of young adults
- Extensive knowledge of Microsoft Office and Google Apps
- Experience with tracking and monitoring deadlines, project objectives, and some report writing

ADA Specifications

May be required to use the computer screen for extensive periods of time. Occasional lifting of 15-to 20-lbs. Occasional travel required.

Mission Driven

VISTA Volunteer Coordinator should have a strong belief in the TVCDC mission and want to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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