



WACC AmeriCorps VISTA Leader Position Description

Host Site Name: Washington Campus Compact
Position Title: VISTA Leader

Project Title: WACC VISTA Program
Project Supervisor: Linnea Broker

Position Summary:

The WACC VISTA Leader will support fourteen members of the statewide WACC VISTA team to ensure they have the tools and resources to effectively carry out their project assignments by providing leadership and coaching, building team cohesion, and fostering and promoting a spirit of service excellence and personal development.

Major responsibilities and activities:

- Conduct monthly check-ins by phone, email, or in-person with VISTA members, and quarterly conference calls
- Create six training modules for member orientation, in-service training, and ongoing webinars
- Develop additional resources and training based on member surveys and feedback
- Provide ongoing supervisor training to new site supervisors
- Expand current member tracking and reporting systems through Google platform
- Assist in annual program reporting to CNCS
- Create outreach materials to update stakeholders on WACC VISTA successes
- Coordinate with host sites for a targeted recruitment plan to ensure full member placement
- Review applications, conduct phone interviews with candidates, coordinate with sites for second interviews and selection
- Support candidates through the onboarding and relocation process prior to Pre-Service Orientation
- Maintain WACC VISTA social media accounts, website updates, blog posts, and create newsletter content
- Support WACC special projects and initiatives and represent WACC at all major events

Term of service: 365 days, averaging 40 hrs/week

Qualifications:

- Associate or Bachelor's Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Previously served a full term with AmeriCorps State/National, NCCC, VISTA, or Peace Corps
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management
- Ability to organize, prioritize and perform multiple work assignments
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check

AmeriCorps VISTA Leader benefits:

- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service \$5,815 Education Award or \$3,000 end-of-term cash award

- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to VISTA Leader Orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Site specific benefits:

- WWU Staff ID
- Staff discount at recreation center and bookstore
- WWU libraries access
- Mileage reimbursement

Equal Opportunity and Non-discrimination

Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status in its programs or activities, including employment, admissions, and educational programs. See Western's [Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](http://www.wwu.edu/policies/policy1000.shtml) (POL-U1600.02): <http://www.wwu.edu/policies/policy1000.shtml>

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.