

## **Greater Susquehanna Valley United Way 2018: Two VISTA Positions Open**

AmeriCorps VISTAs will work with the educational leadership team to plan and implement the United Way's new K-8 afterschool program, which will involve coordinating partnerships and designing a referral system that targets at-risk children. Throughout the course of the school year, VISTAs will oversee day-to-day operations of the afterschool program and coordinate paid and volunteer youth mentors. VISTAs will be responsible for training, recruitment, and tracking of the mentors as well as promoting healthy relationships and collaboration between partners, case managers, mentors, families and children. VISTAs should possess the ability to carefully and strategically plan individual work goals in order to meet organizational objectives in a timely manner; ability to closely monitor progress towards these goals and take appropriate remedial action when necessary. Must be an energetic leader with strong organizational and interpersonal skills.

1. Create opportunities to recruit and track volunteer participation
2. Work with case managers and school leadership to identify and track proper referrals
3. Assist in the screening, selection, and training of mentors
4. Maintain attendance records for both the afterschool program and school and track improvement
5. Track student academic performance with particular focus on math and literacy
6. Collect data and demographics on beneficiaries of the program
7. Participate in ongoing professional development opportunities as assigned
8. Participate in bi-weekly team meetings with educational leadership team
9. Coordinate bi-weekly staff meetings
10. Assist in maintaining and expanding partnerships with the school district and community organizations
11. Performs other such duties as may be assigned within the scope of the afterschool program