

Title: Greater Susquehanna Valley United Way VISTA Member

Reports to: GSVUW Director of Education

Essential Functions of the Job:

Develop an in-depth, referral-based out-of-school program that attends to the holistic needs of children and families in a way that school cannot. The intent is to build documentation and infrastructure and engage partners in a program that piloted in the fall of 2018 and would be scalable and customizable in any community throughout their footprint.

Objective of the Assignment

Develop policies, procedures, and documents to recruit, screen, select, train, and track volunteer mentors to ensure success of 2018 pilot program. Processes will be sustainable and effective for future program development.

Member Activities:

1. Research methods of recruiting, screening, and selecting volunteer mentors.
2. Develop systems for supporting and training mentors
 - a. Create useable documents and curriculum for future mentor training
3. Track volunteer mentors using database software

Objective of the Assignment

Establish policies and procedures to obtain appropriate student referrals then track referrals through process of enrolling in program to ensure successful transition into program. Build partnerships with community organizations in order to spread the word about the K-8 Afterschool program.

Member Activities:

1. Collaborate with school district guidance counselors, case managers, and school leadership to identify appropriate students for referrals.
2. Plan for outreach to community
 - a. Create plan for outreach to parents of students referred that will include documents and materials to educate family members
 - b. Partner with community organizations to expand opportunities for the K-8 program to reach volunteer mentors and families

Objective of the Assignment

Collect and maintain data for use in future grant applications. Establish methods of data entry and database management that are efficient and accurate.

Member Activities:

1. Track student academic performance with a particular focus on math and literacy
2. Collect demographic information on beneficiaries of the program
 - a. Adhere to proper data protocol with relation to privacy and anonymity
3. Maintain attendance records for both the afterschool program and school and track attendance in both
4. Collaborate with school staff to obtain data and identify patterns

Minimum Requirements:

Strong oral and written communication

Proficient in all Microsoft products

Experience working with community volunteers and the low-income community

Ability to work as a team-player

Ability to obtain PA Clearances to work with children