



VISTA LEADER JOB DUTY STATEMENT
California Conservation Corps
Sacramento, California



Interested Candidates must have one full year as a VISTA Member to qualify for this position.

GENERAL DUTIES:

- 1) Gather information from VISTA members to assess their progress in completing grant milestones and quarterly reports.
- 2) Conduct monthly meetings and networking opportunities via conference call/live meeting with VISTA members to discuss service activities, supervision, quality of experience, challenges faced and successful strategies.
- 3) Confer with VISTA Program Coordinator to address concerns, program issues and developments.
- 4) Coordinate Sacramento Regional VISTA Member activities through seminars, quarterly meetings and volunteer activities.
- 5) Organize the VISTA Advisory Board meetings, maintain meeting minutes, distribute information and maintain contact with Advisory Board members.

RESPONSIBILITIES:

The VISTA Leader will maintain ongoing communication with VISTA members placed throughout the state, collecting feedback, documentation and program developments; will facilitate monthly conference calls and networking meetings in order to gain information from the field and develop a monthly bulletin for the organization; will work collaboratively with the VISTA Project Coordinator to compile information regarding progress toward program goals, quarterly reports and grant milestones and troubleshoot any questions, issues or problems as well as share and replicate successful strategies; will coordinate efforts to network regional VISTAs for trainings, meetings and volunteer activities; will be responsible for assisting the Project Coordinator in organizing the VISTA Advisory Board meetings, maintain meeting minutes, distribute information and maintain contact with Advisory Board members,

VISTA LEADER SKILLS, KNOWLEDGE AND ABILITIES NEEDED:

The VISTA Leader must have excellent verbal and written communication skills, computer skills, conflict management skills, experience working in community organizations, ability to write and analyze information, ability to plan and run meetings, ability to teach ideas and curriculum, and possess the ability to work with management to maintain a productive program.

INTERESTED CANDIDATES PLEASE APPLY BY: **Open Until Filled**

If you are interested in applying for this position, you must first have completed one full year as a VISTA Member through Corporation for National and Community Service by August, 2011. **Please update your application on the AmeriCorps portal and submit your intent to apply for the VISTA Leader position at the California Conservation Corps, Sacramento, California. For further information please contact Nancy Kington at 916-341-3202 or by email at nancy.kington@ccc.ca.gov.**