



California Volunteer Matching Network VISTA Project Community Impact Capacity Building VISTA

Background

HandsOn Inland Empire, an initiative of Inland Empire United Way, provides a link for individuals, families, teams, and corporate groups to join together and engage in meaningful volunteer opportunities within the San Bernardino and the Pomona Valley area of eastern Los Angeles County.

HandsOn Inland Empire works to promote volunteerism and to get people involved in their communities. HandsOn Inland Empire does this in partnership with other organizations so we are working together to bring about long-lasting change in our communities. From motivating children to discover and learn, to serving hot meals to low income families, residents of the Inland Empire are responding to critical needs.

HandsOn Inland Empire provides screened and supervised activities which serve to build capacity within nonprofit, faith-based, and public organizations. We're about empowering people to make change. Join us...be part of the change!

California Volunteers partners with local volunteer connectors, like HandsOn Inland Empire, across the state to implement the California Volunteer Matching Network (CVMN). The CVMN was launched in September 2006 in response to the need for a statewide online volunteer matching system to allow all Californians to quickly and easily find volunteer opportunities in their own communities.

AmeriCorps*VISTA (Volunteers in Service to America) is the national service program designed specifically to fight poverty. VISTA members are volunteers who commit to serve one year full-time, receiving a modest living allowance and other benefits in exchange for their service.

In particular, CVMN VISTA members will strengthen nonprofits across California that serve people living in poverty by helping them strategically and sustainably increase their use of volunteers to expand the reach and effectiveness of their programs while assisting them in establishing new or enhanced volunteer management practices to ensure long-term program viability. CVMN VISTAs will also work to increase the number of Californians involved in service and volunteering by participating in recruitment activities and training nonprofit organizations to utilize the Hub's CVMN-approved online volunteer matching technology, increasing the volunteer opportunities available online.

While CVMN VISTAs' specific duties will vary slightly depending on the community needs where they are placed, the following represent the general duties and goals of the CVMN VISTA program.

Activities and Tasks

- Outreach to organizations, including Hands On Schools participants, who serve people in poverty to promote Hands On Inland Empire's services, identify their skilled volunteer needs and brainstorm innovative ways they can engage skilled volunteers individually, in groups and through managed projects to better accomplish their program goals
- Serve as Hands On Inland Empire's liaison to organizations that serve people living in poverty
- Assist organizations that serve people in poverty in achieving maximum skilled volunteer recruitment
- Coordinate and implement Lunch 'n Learn topical training series, to improve the service experience and management of skilled volunteers.

- Assist nonprofits and public agencies with the development of skilled volunteer position descriptions;
- Assist nonprofits and public agencies with the posting their skilled volunteer opportunities and identifying the right skilled volunteers through the Hands On Inland Empire website
- Market to nonprofits and public agencies to secure member agency agreements, develop meaningful volunteer opportunities for skilled volunteers
- Collaborate with other AmeriCorps programs to identify organizations needing skilled volunteers
- Connect with local business community, key associations, and networks to promote services offered by Hands On Inland Empire (i.e. health associations, schools, faith groups, etc.) through networking and presentations
- Regularly attend community meetings where large numbers of organizations are present
- Assist with the implementation of volunteer orientations
- Participate community activities with other CVMN VISTAs such as sharing successes and challenges via regular conference calls and meetings;

Recommended Skills and Qualifications

- An interest in the field of volunteerism and corporate social responsibility
- A commitment to serving the needs of low-income and underserved communities;
- Excellent written and oral communication skills;
- Self-starter;
- Computer literate, able to use common software applications and to learn new technologies;
- Ability to conduct community research in person and via Internet;
- Experience in community organizing is desirable;
- Proficiency in Spanish and/or locally predominant Asian/Pacific Islander languages a plus;
- Possession of a valid driver's license; and,
- Reliable transportation.

Terms

- Requires full-time service for 12 months without outside commitments, such as school and other employment (some education exceptions apply); and
- Applicants must be 18 years or older.

Benefits

CVMN VISTA members will receive:

- A living allowance of \$454.29 gross bi-weekly
- A relocation allowance, if eligible depending on the distance of the move;
- Health coverage;
- Ten personal leave days and ten sick days;
- Childcare assistance, if eligible (max \$300/month);
- An option to purchase life insurance;
- Option of cash stipend of \$1,200 or an Education Award of \$4,725 upon completion of a full year of service; and,
- Training and personal development opportunities, a key component of the VISTA program, which includes learning about the CVMN VISTA program's goals and methodologies, community development, the field of volunteerism, nonprofit operations, cultural issues, and other topics.

To Apply

1. Visit www.americorps.gov
2. Create an account
3. Click on "AmeriCorps VISTA" on the top right side of the homepage
4. Click "Advanced Opportunity Search."
5. Enter program name field as **Capacity Building VISTA - Hands On Inland Empire**
6. View the opportunity and click "apply" at the bottom of page

Contact

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