Homeless and Housing Coalition of Kentucky  
Position: VISTA Leader   
VISTA Leader Assignment Description  
December 2018

The Homeless and Housing Coalition of Kentucky has administered a statewide VISTA (Volunteers in Service to America) program since June of 2016.

The person serving as **VISTA Leader** is responsible for the following:

* **Developing and conducting orientation and training to equip VISTAs with knowledge and skills related to the project.**

Assist program director in the strengthening of on-site orientation and training (OSOT); work with program staff to gather orientation materials, draft agenda, secure presenters/facilitators, etc.; participate in the implementation; Evaluate and report on the OSOT to the program director, defining changes to be made; Identify learning needs of VISTAs and coordinate ongoing professional development; maintain professional development records for all VISTAs; Facilitate and encourage peer learning among VISTAs; Work with HHCK’s web site and social media to enhance communication, information and training with VISTA members across the state.

* **Enhancing VISTA project and member effectiveness by facilitating the VISTA team, supporting members in their work, and monitoring monthly reports.**

Coordinate two projects for National Days of Service (September 11th National Day of Remembrance and Rev. Martin Luther King, Jr. National Day of Service) in conjunction with program staff; Coordinate outreach to local leaders for increased participation in Mayor’s Day events across Kentucky; Coordinate spring service project with program staff to increase team cohesiveness and increase the number of safe and affordable housing units; Conduct bi-monthly conference calls with VISTA team to address member questions, goals, and needs; Assist VISTAs in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise; Collect monthly reports from each VISTA member, review data and summarize for project director and other program staff.

* **Enhancing VISTA project stability and sustainability.**

Guide VISTA members in creating their own sustainability manuals to assist subsequent VISTAs and community volunteers with continuing project implementation; Archive all significant materials created and document all procedures for implementing the project, for convenient future retrieval by organization staff, volunteers, future VISTAs and VISTA leaders; Suggest changes to the program based on challenges and successes VISTAs have experienced; In collaboration with staff members, create and implement a written plan for project sustainability. Provide resources to partner sites; Assist program director in collecting and disseminating performance measure data tools, such as client surveys and implementing a housing study to gauge progress of performance measures and areas of improvement.

**Experience:**  Some college is preferred. AmeriCorps, Peace Corps and/or VISTA experience required.  The VISTA Leader must be able to perform multiple tasks and be willing to work with persons of diverse racial, social, economic and educational backgrounds.  They must have a personal commitment to social change and have both strong oral and written communication skills.  Duties also require computer knowledge, reliable transportation and the willingness to travel extensively throughout the state of Kentucky. The position also requires the ability to stand and sit for long periods of time and lift up to 25 pounds. Use of computer, fax, and copier is common daily. During trainings, heavy lifting and bending are required.   
  
**Benefits** **include**: Bi-weekly living allowance of $564.34, end of service option of education award or stipend, housing assistance, relocation assistance (if eligible), holidays, 10 sick days, 10 personal days, mileage reimbursement for required travel, child care assistance (if eligible), healthcare allowance or benefit (if eligible).

Paid health and dental insurance for full-time employees; SIMPLE IRA option with company match; paid holidays, vacation, and sick time; mileage reimbursement for required travel provided.

**Hours:** This is a full-time, national service position (37.5 hours per week) based in Frankfort, KY.

**Supervision**: VISTA Leader reports directly to Program Director.