

## **AmeriCorps VISTA Capacity Building Associate at Our Daily Bread Food & Resource Center**

### **Open Position Starting August 2020:**

AmeriCorps VISTA (Volunteers in Service to America) position at Our Daily Bread Food & Resource Center (ODB).

AmeriCorps VISTA engages more than 8,000 individuals annually to support community efforts to overcome poverty, recruit and manage community volunteers, raise funds, and help coordinate projects.

### **Commitment:**

12-month commitment of 1700 hours—approximately 32 hours per week—beginning August of 2020.

### **Benefits of Service:**

#### Living allowance:

The AmeriCorps VISTA program provides a living allowance that enables you to live very frugally, like the community you are serving. The allowance is based on poverty rates for a single individual in your geographic area. The living allowance is paid biweekly and deposited directly into your bank account. The living allowance covers basic necessities such as housing, food, and utilities. Federal income tax deductions and life insurance premiums, if applicable, are withheld from the living allowance. No state, county, or city tax deductions are withheld. You are responsible for paying the appropriate taxes.

\$12,826 for the 12 months (approximately \$472.22 bi-weekly)

#### End-of-Service Award:

In successfully completing your year of service, you are eligible to receive either the Segal AmeriCorps Education Award (\$5,920) or the VISTA end-of-service cash stipend (\$1,800).

#### Healthcare Benefit:

AmeriCorps VISTA Healthcare Allowance or the AmeriCorps VISTA Health Benefit Plan.

#### Leave:

As a VISTA member, you are entitled to personal leave, medical leave, and leave for certain holidays (those recognized by ODB).

- Personal leave: 10 personal days for vacation, personal days off, or religious observances.
- Medical leave: 10 days of medical leave for illness, injury, or medical appointments.

You must request and receive approval in advance from ODB for personal leave and provide notice, when possible, of medical and emergency leave requests.

#### Professional Development:

VMO: Virtual Member Orientation is required by AmeriCorps VISTA that introduces you to VISTA—its mission, history, and policies—as well as your roles and responsibilities as a member. VMO is done at ODB.

## **VISTA Assignment Objectives and Member Activities:**

### Primary VISTA roles at ODB:

- 1. Resource Coordinator**
- 2. Volunteer Coordinator Assistant**

### Objectives of the Assignment:

Objective 1: VISTA will strategically work towards creating capacity in the Resource Center at Our Daily Bread Food & Resource Center.

#### Member Activities:

1. Using available research and local partners, identify gaps in services offered to guests for support services.
2. Develop a Resource Workgroup to build capacity and identify gaps in services to plan for a robust resource center at Our Daily Bread.
3. Propose and implement a plan to build the capacity of a robust resource center at Our Daily Bread that is strategically designed to help lift a family out of the cycle of poverty.
4. Assist the Executive Director to recruit, schedule, and maintain a variety of resources offered at Our Daily Bread—cooking classes, financial literacy classes, pre-diabetes class, garden, and more.

Objective 2: Assist the Volunteer Coordinator with recruitment and retention of community volunteers to build capacity of Our Daily Bread Food & Resource Center.

#### Member Activities:

1. Using contacts made by ODB board members and staff, continue to identify and train community members that want to have a role in agency capacity building.
2. Work with community members to identify and recruit volunteers.
3. Follow up throughout involvement to ensure proper appropriate use of materials.
4. Update training as needed based on information obtained at follow-up.
5. Continued revision of the Volunteer Coordinator Manual for ODB.

## **Terms of Service:**

### VISTA members must:

- Be 18 years or older
- US Citizen, national, or legal resident
- Successfully complete a criminal background check
- Full-time commitment to Our Daily Bread Food & Resource Center
- Not a full-time student (part-time student is fine)

### **To apply:**

Send a resume *and* cover letter to Becky Taylor.

Email: [becky@ourdailybreadstillwater.org](mailto:becky@ourdailybreadstillwater.org)

or

Mail: PO Box 1721, Stillwater, OK 74076

For more information on the AmeriCorps VISTA program, visit

[www.nationalservice.gov/programs/ameriCorps](http://www.nationalservice.gov/programs/ameriCorps)