

Mayor Buddy Dyer's Cities of Service

ORLANDO CARES
VOLUNTEER IN SERVICE TO AMERICA (VISTA)
POSITION DESCRIPTION

TITLE: Volunteer and Outreach Coordinator for Preschool Ambassadors; VPK Focus

REPORTS TO: Shannette Prince with Early Learning Coalition

STATUS: This is a 1-year assignment contracted to the Federal government, Corporation for National and Community Service (CNCS)

POSITION OBJECTIVE: This VISTA position is contracted to assist with the VPK Portion of Preschool Ambassadors, one of the Orlando Cares Initiatives, which is being managed by the City of Orlando. Orlando Cares is the City of Orlando's Cities of Service program funded by Bloomberg Philanthropies and the Rockefeller Foundation to address community issues through volunteerism.

This VISTA position will work at the Early Learning Coalition to recruit, screen, train, engage and monitor volunteers from the community in activities that:

- Increase reading in VPK Programs
- Increase student vocabulary
- Increase Kindergarten Readiness Scores
- Increase participation in VPK programs
- Improve the quality of reading curriculum in poor performing VPK programs

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Assist agency staff as needed to identify students to participate in activities
- Develop marketing, publicity and outreach plan for Preschool Ambassadors
- Recruit volunteers within the greater Orlando community
- Manage the volunteer screening process
- Monitor and implement appropriate volunteer training
- Monitor and track program activities and performance measures
- Monitor volunteer performance; provide feedback
- Coordinate volunteer-center matching process
- Assist agency staff and UCF partner in the implementation of evaluation/metric tracking tools
- Develop and implement volunteer recognition systems for volunteers and participating students
- Work in coordination with Orlando Cares supervisor, the Chief Service Officer, Partners and other VISTAs
- Develop activity and progress reports, as requested
- Coordinate and manage special events, as needed
- Draft reports and correspondence

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time; lifting up to 25 pounds; reading young adult literature; bending, regularly moving between buildings and floors, regular use of the telephone, copier, fax and computer. Reliable transportation required. Job involves frequent and routinely intense public contact, as well as protracted concentration.

EDUCATION AND EXPERIENCE:

- Bachelors degree
- Strong written and oral communication, presentation and organizational skills
- Project management experience
- Experience coordinating volunteers, a plus
- Experience working with youth, at-risk or low-income populations, a plus

- Experience working in education programs , a plus

If you have any questions or would like further information, please contact Andrea M. Hendry with Orlando Cares at 407-246-3507 or via email at andrea.hendry@cityoforlando.net