Recruitment Coordination VISTA
Full-Time, Hybrid, One Year Position

Who We Are:
Big Brothers Big Sisters Greater Fredericksburg (BBBS) creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. We believe that all young people deserve to achieve their full potential, and we are committed to making that vision a reality across Fredericksburg and surrounding counties.

Apply Here: MyAmeriCorps website - **https://bit.ly/4ffNqcg**

Program Benefits:
Health Coverage*, Childcare assistance if eligible, Living Allowance, Training, Relocation Allowance, Choice of Education Award or End of Service Stipend.

*For details about AmeriCorps VISTA healthcare benefits, please visit: **https://americorps.gov/members-volunteers/vista/benefits.**

- Biweekly living allowance of $957.46, pre-tax
- 80 hours each personal and sick leave
- Holidays on the state calendar, typically 116 hours / year
- Option of a health benefit plan (essentially a basic insurance plan for members without insurance) or a healthcare allowance (reimbursement for copays and other eligible costs for members who already have insurance), enrollment in either plan is free
- Childcare allowance, if applicable
- Relocation stipend, if applicable

Upon successful completion of their term, members will also receive:
- One year of non-competitive eligibility for federal employment
- Option of either a Segal education award ($7,395) OR a cash stipend (~$1,800).

Requirements for VISTA members are:
- Must be 18 or older on their start date
- Must hold one of the following citizenship/legal residency statuses: US citizen, US National, Lawful Permanent Resident Alien, and persons legally residing in a state that have any of the following legal residency classifications: refugee, asylum or asylee, temporary protected status, or deferred action for childhood arrivals (DACA) status
- Must pass a criminal history check (conducted by AmeriCorps)
- Must be able to commit to full-time service for one year; other jobs or commitments such as education are allowable but require approval and cannot conflict with the VISTA's service schedule.

Skills and Qualifications:
Applicants for this position should be outgoing and have excellent communication skills, including public speaking, writing, and by phone/email. Applicants should be comfortable on the computer with some experience using programs like Canva, Microsoft, and social media. Applicants should be self-motivated and have a passion for helping find volunteer mentors for youth in the community. Applicants must have a valid Virginia Driver's license and vehicle insurance, or other means of reliable transportation. Applicants should have a minimum of a High School Diploma or GED.

Anticipated Schedule and Location:
The position is hybrid and upon on-boarding, the specific schedule can be determined with the Supervisor. While typical service hours will be 9:00 AM – 5:00 PM, Monday through Friday, the VISTA will work regular evening and weekend hours to attend community events and recruitment opportunities. Their schedule can flex according to these opportunities. The Member will be serving at 325A Wallace Street, Fredericksburg, VA 22401 when in the office.

Goal of the Project:
The goal of Big Brothers Big Sisters Greater Fredericksburg's VISTA project is to recruit more volunteer mentors for youth who have adverse childhood experiences in order to provide them a brighter future, since having an education and a reliable adult in their life can help lift them out of poverty. The VISTA Member will increase Big Brothers Big Sisters Greater Fredericksburg's capacity by recruiting more volunteer mentors to reduce the waitlist of children. The Member will do so by collaborating with Service Virginia to support national service, volunteerism, and civic engagement; recruit potential volunteer mentors to be part of Big Brothers Big Sisters Greater Fredericksburg by attending in-person opportunities; promote volunteering at Big Brothers Big Sisters Greater Fredericksburg through marketing opportunities.

Objective 1 of the Assignment:
Collaborate with Serve Virginia to support national service, volunteerism, and civic engagement in Planning District 16 (City of Fredericksburg, Counties of Caroline, King George, Stafford, and Spotsylvania).

Member Activities:

- Promote volunteer recognition programs on social media, such as the Governor's Volunteerism Awards and the Serve Virginia Honor Roll.
- Support National Days of Service and advertise opportunities for volunteers to get involved in service projects.
- Identify and interview Big Brothers Big Sisters volunteers and AmeriCorps alumni with inspiring Stories of Service and write blogs and/or video these interviews.

Objective 2 of the Assignment:
Recruit potential volunteer mentors to be part of Big Brothers Big Sisters Greater Fredericksburg by attending in-person opportunities.

Member Activities:

- Follow the BBBS recruitment plan to meet targeted goals.
- Join the BBBS Recruitment & Retention Committee and provide updates and suggestions as needed.
- Attend community events and set up engaging tables to encourage discussion and sign-ups for more information.
- Conduct outreach and present to local businesses, organizations, or schools about mentorship opportunities.
- Update template presentations for targeted audiences.
- Work with the BBBS staff to troubleshoot and discuss best practices for potential volunteer recruitment, and modify strategy as needed.
- Survey BBBS supporters to get their ideas and specific leads on places to recruit Bigs.
- Assist with volunteer retention projects as needed.

Objective 3 of the Assignment:
Promote volunteering at Big Brothers Big Sisters Greater Fredericksburg through marketing opportunities.

Member Activities:

- Draft social media posts and advertisements to target and engage potential volunteers.
- Post flyers around businesses in the BBBS service area.
- Research and get quotes from companies for digital advertising, billboards, print ads, or other marketing opportunities.
- Create a Referral Program from people who have been in the program (Bigs & Littles).
- Lead BBBS activities that bring visibility to the program during its 60th anniversary.
- Plan at least 3 pop up events in different parts of the BBBS service area focused on recruiting volunteers and bringing general awareness to the program.