Our mission is to grow a just and sustainable community in Louisville, Kentucky, through urban agriculture, urban forestry, and environmental education.

AMERICORPS VISTA POSITION – VOLUNTEER COORDINATOR

Title: VISTA Volunteer Coordinator
Sponsoring Organization: Louisville Grows
Project Name: Growing Green
Project Number: 16VSSKY002
Period of Performance: 5/26/2017-5/25/2018
Focus Area(s)
Primary: Environmental Stewardship Secondary: Healthy Futures

Louisville Grows’ Mission:

Louisville Grows is creating a more just and sustainable community through urban agriculture, urban forestry, and environmental education. We work with communities throughout Louisville to identify and meet neighborhood needs, such as increasing the urban tree canopy to eliminate heat island effect, providing access to fresh and local fruit through community orchards, employing and training urban farmers to run a successful CSA, and managing a monthly environmental workshop series. We strive to create capacity in the communities with whom we work so that we can grow together.

Goal of the Project: To increase capacity within Louisville Grows to empower individuals in low-income communities to break the cycle of poverty through participation in community gardens, orchards, and urban forestry programs. Members will build community outreach tools to engage and recruit at-risk youth and adults for training programs.

VAD Goal: Assess the current state of Louisville Grows’ efforts in reaching, selecting, and supporting volunteers and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of the recruitment and matching system. Member will recruit and oversee volunteers for all Louisville Grows projects. Member will develop policy and best practices for, and oversee implementation of, volunteer engagement and development.

Tasks: Volunteer Management, Recruitment, Outreach and Retention.

VISTA Position Overview:

This position works alongside the Executive Director and and Program Directors to directly engage the broader communities served by Louisville Grows to recruit and retain volunteers. The responsibilities of this position require thorough attention to detail, excellent written and verbal communication skills, management and organizational skills, and the ability to understand the big picture needs of Louisville Grows with an emphasis on volunteer engagement and record keeping.

Primary Member Tasks:
1. Identify strengths and challenges of the current volunteer program and make needed changes and improvements.
2. Develop systems for recruiting volunteers and program participants.
3. Plan for outreach and recruitment.
4. Identify skills, abilities, and experiences sought in volunteers.
5. Write volunteer task descriptions that include: qualifications, activities, benefits, time commitment, and other expectations.
6. Develop partnerships with community organizations whose members are possible volunteer leaders or who can support the organization in other ways.
7. Develop partnerships with people or organizations that understand the need for food security.
8. Market the program to targeted audiences.
9. Create volunteer manual and email response to provide proper orientation and engagement with volunteers.
10. Create standardized forms, policy and procedures for volunteers.

**Estimated Time Spent:**
- Overall Organizational Advocacy, Outreach, and Administration: 20%
- Gardens Advocacy, Outreach, and Administration: 20%
- Orchards Advocacy, Outreach, and Administration: 20%
- Trees Advocacy, Outreach, and Administration: 20%
- Healthy House Advocacy, Outreach, and Administration: 20%

**Benefits:** Childcare assistance if eligible, Choice of Education Award or End of Service Stipend, Health Coverage, Relocation Allowance, Living Allowance, 50% Cell Phone Reimbursement, Mileage Reimbursement, Professional Development Training

**Minimum Requirements:**
- Commitment to one-year service term
- College Degree
- 21+ years old
- U.S. citizen or permanent resident
- Strong written and verbal communication skills

Please apply to Louisville Grows’ Growing Green VISTA project on the AmeriCorps website at: [https://my.americorps.gov/mp/listing/publicRequestSearch.do](https://my.americorps.gov/mp/listing/publicRequestSearch.do)