

Volunteer Coordinator VISTA at Westminster

Be instrumental in supporting and empowering families by creating a brand new volunteer program! Westminster provides basic human necessities and educational opportunities to low-income families.

- Term of service: June 10, 2018 – June 9, 2020
- To apply: <https://my.americorps.gov/mp/listing/viewListing.do?id=85786&fromSearch=true>
- For more information: Mary Hayes, VISTA Coordinator, Indy Hunger Network / mary@indyhunger.org

Service Description:

Westminster Neighborhood Services (westmin.org) has been providing basic human necessities and educational opportunities to support and empower at-risk children and families on the Near Eastside of Indianapolis for more than 35 years.

Hundreds of volunteers come through the doors at Westminster on a yearly basis, and it is vital that the volunteer program grow to help better serve those in need – especially in our food pantry. In your capacity building role at Westminster, you will create a volunteer program that focuses on the recruitment, retention, and recognition of volunteers. The program you design and pilot will include a sustainable volunteer recruitment plan, manual for volunteer training, and a volunteer management plan. Westminster needs someone who is a self-starter, good communicator, organized, and energetic. By the end of your term you will have built and piloted a volunteer program, along the way gaining hands-on experience managing people and learning the inner-workings of a nonprofit.

The position also offers:

- Camaraderie with 7 other VISTAs working under the Indy Hunger Network umbrella
- Team engagement activities, including bi-weekly meetings to discuss projects, socialize, and hear from guest presenters
- Mentoring, one-on-one coaching, and professional development trainings
- Assistance preparing for life after VISTA (resume review, interview prep, etc.)
- Opportunities to work with leaders in the hunger relief space, including current and retired corporate executives and non-profit agency heads
- Opportunities to work independently and lead on projects

Westminster is located on the near-east side of Indianapolis, within easy reach of both downtown Indy and the popular Irvington neighborhood. Indianapolis is easy to navigate, has a growing indie restaurant/craft beer/coffee scene, and lots of places to play and recreate!

Member Duties:

The Westminster Neighborhood Services Volunteer Coordinator will build out the structure of the volunteer program:

- identify ways to recruit new volunteers
- create and implement onboarding for new volunteers and in-service trainings
- create volunteer handbooks, job descriptions, etc.

- create volunteer records and a database for ease of communication and scheduling
- work with program directors to identify volunteer needs and ways to utilize volunteers in the most efficient and effective manner
- pilot volunteer appreciation events
- implement volunteer stewardship plan

You will be based at Westminster, but you will also be one of 8 VISTAs working under the umbrella of the Indy Hunger Network (IHN). IHN regards its VISTAs as a cohort moving through a transformational year-long experience. To help you maximize this experience, they employ a VISTA coordinator to provide mentoring and professional development to the team. See the benefits in the Program Description!