



VISTA
Volunteers In Service To America



BEAVER CREEK SCHOOL AND COMMUNITY

Community Volunteer Coordinator

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I. ORGANIZATIONAL PURPOSE AND BACKGROUND

The Beaver Creek Elementary School District and the Beaver Creek Regional Council have formed a collaborative between the following agencies: Beaver Creek Communities, Beaver Creek School, Beaver Creek Regional Council, Lake Montezuma Property Owners Association, Bobcat Pride PTO, Beaver Creek Community Action Team, Rimrock Public High School and Southwest Expedition.

Beaver Creek School District's mission is to educate children in the community ages pre-k through high school through on-site classes and to provide tuition and transportation to High school students in the district. The Beaver Creek Regional Council (BCRC) is a non-profit corporation existing under the laws of the State of Arizona and organized for the benefit of the Beaver Creek Communities. The Council has the stated purpose of maintaining and enhancing rural lifestyles, natural resources, economic values, and health and safety within the unincorporated Beaver Creek areas of Yavapai County, Arizona ("Beaver Creek Communities"). The Council maintains a positive working relationship with officials of County, State and Federal governments, with surrounding communities, and with all associations and civic and business groups located in the Beaver Creek Communities.

II. PROJECT FOCUS AREAS AND ACTIVITIES

- A.) Assess Need for Volunteers:** This VISTA Member will work with committees under the Beaver Creek Regional Council and with the programs run out of Beaver Creek School to assess the need for volunteers and members. This VISTA will then create volunteer job descriptions for the needs in each committee and promote these openings.
- B.) Volunteer Recruitment:** This VISTA will get to know the community by attending any and all community events in order to network and mingle with the residents of Beaver Creek. Using the volunteer job descriptions, they will help place volunteers where they will be most beneficial. They will host forums at which community members and volunteers can network, getting to know each other and what community groups need volunteers.
- C.) Strengthen Community Volunteer Leadership Skills:** The VISTA will apply for Verde Valley Leadership classes with two or three other volunteer leaders from the community. Working with volunteer leaders, they will create a plan of sustainability for a community volunteer base. This will include creating a system to track volunteers hours, and contact information.

III. Requirements and Benefits

A. Education, Skills and Abilities

- College Degree required or equivalent experience
- 18 years or older, no upper age limit. All ages are welcome and encouraged to apply
- Computer and Internet/Email (Microsoft Office Suite)
- Proven project management skills. Ability to develop & implement a project work plan to achieve stated goals
- Strong writing skills, experience writing grants a plus
- Demonstrated ability to work independently *and* in a team setting in a consistent, energetic, positive manner,
- Group facilitation and public speaking skills
- Self motivated; ability to work independently with minimal supervision
- Documentation and organizational skills
- Effective problem solving skills
- Ability and desire to work with a variety of individuals
- Ability to understand "big picture" while completing detail oriented tasks
- Friendly and effective interpersonal skills
- Healthy sense of humor

B. AmeriCorps VISTA Member Benefits (Full-time)

- Living Allowance - \$10,380 for year of service; Housing Subsidy - \$100 per month
- Choice of a \$5,550 education award OR a \$1,500 cash stipend upon completion of service
- Health Care Benefits
- Relocation allowance (if eligible)
- Student loan deferment and reimbursement of accrued interest on eligible student loans
- Childcare assistance and Food Stamp assistance (if eligible)
- One year non-competitive eligibility following service (Government employment)
- Personal and professional development opportunities
- Team support
- Great experience in a field that interests you!