



Boys & Girls Clubs in Indian Country AmeriCorps*VISTA Project



August 2013 Position Description

Job Description & Responsibilities

Have you envisioned yourself leading a non-profit or community based organization? With Boys & Girls Clubs in Indian Country (BGCIC), you will work to build capacity for a youth serving organization and gain experience in program management.

BGCIC AmeriCorps*VISTA members will work in different Clubs to build organizational capacity in order to lift youth out of poverty and provide them with opportunities to become productive and responsible members of their community.

VISTA members assist Native American Boys & Girls Clubs with activities such as (each site will vary as to emphasis):

- **Internal Operations & Management:** Position the Club to have maximum impact and aid youth to succeed in adulthood, as defined by Boys & Girls Clubs of America's Goals for Youth (i.e. review current policies of the organization and draft new policies as needed).
- **Program Delivery and Impact:** Improve the Club's program delivery (i.e. assess programming gaps and needs, and then adapt programs to be culturally and locally relevant).
- **Resource Development:** Ensure sustainability of the local Club organization through fund seeking tasks (i.e. identify and pursue potential funding resources).
- **Sustainability:** Ensure sustainability of the local Club organization through tasks to further embed the Club in the community (i.e. create a public relations and recruitment plan).
- **Strategic Relationships:** Build strategic relationships in the community to ensure sustainability (i.e. develop a plan for increasing partnerships).

VISTA members are also expected to:

- Report to their onsite Club supervisor.
- Attend and actively participate in team meetings and staff functions.
- Meet reporting requirements.
- Fulfill other responsibilities as necessary.

Additional information about the BGCIC AmeriCorps*VISTA Project

BGCIC operates under the priority outcomes of Boys & Girls Clubs of America's (BGCA) Formula for Impact model, which aims to achieve Academic Success, Good Character and Citizenship, and Healthy Lifestyles for all participating youth. These priority outcomes are achieved through the implementation of BGCA's core program areas: Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. BGCIC priority outcomes go hand-in-hand with the Corporation for National & Community Service's overall goals of healthy futures and education. While AmeriCorps VISTA members work to build organizational capacity for BGCIC, they will strive to improve programs related to increasing physical activities and improving nutrition for youth with the purpose of reducing childhood obesity. VISTA members will also assist BGCIC in developing or improving programs designed to improve educational outcomes for disadvantaged youth.

The work that you do will make a lasting difference in the lives of youth, their families and their communities.



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Essential Skills and Attributes

- Strong interpersonal skills and cultural sensitivity.
- Ability to work independently in diverse environments with limited supervision.
- Spirit of cooperation and ability to work as a team player.
- Ability to manage several concurrent issues and solve problems effectively.
- Ability to complete paperwork and meet deadlines.
- Strong written and verbal communications skills; organizational and time management skills.
- Computer literacy in Microsoft Office Suite.
- Experience in or knowledge of Native cultures and issues preferred.
- Knowledge and experience in nonprofit agencies is preferred.
- A full-time workload is expected of VISTA members. VISTAs may attend classes during the service year, but it cannot interfere with their service.

Education and experience requirements: Bachelor's degree preferred. Fluent English required; Spanish desirable.

Benefits:

- ✓ A Segal AmeriCorps Education Award (\$5,550) or post-service stipend (\$1,500).
- ✓ Modest living allowance.
- ✓ Healthcare benefits while in service.
- ✓ Access to the network of VISTA & VISTA alumni (170,000 strong).
- ✓ Childcare assistance while in service.
- ✓ Relocation allowance and travel to pre-service orientation.
- ✓ Student loan forbearance or deferment while in service.
- ✓ One year of noncompetitive status for a federal government job.
- ✓ Professional training and development and support for advancement in the field of non-profit management.
- ✓ Additional benefits may be provided on a site-by-site basis, but are not required.

Last day to apply: Tuesday, June 25

Last day to interview: Friday, June 28

Last day to accept a position (if offered): Monday, July 1

A mandatory Pre-Service Orientation (PSO) will take place from **August 12-15, 2013**, in Denver, CO, and service begins as soon as you return from the PSO.

All positions are subject to a criminal background check. Please note that a conviction alone will not bar you from employment. Each conviction should be disclosed should you receive an interview and will be reviewed with respect to the offense, circumstances, and position for which you apply.

Where can I get more information about this project?

Visit http://naclubs.org/initiatives/ameriCorps_vista.shtml or you can contact vista@NAClubs.org or (443) 302-2080.



**Boys & Girls Clubs in Indian Country
AmeriCorps*VISTA
April 2013 Position Description**



To Apply: Submit an AmeriCorps application online by visiting <http://my.americorps.gov> and clicking on the “Apply to serve” link.

Attention August 2013 Applicants to the BGCIC AmeriCorps*VISTA Project!

- Please make sure your AmeriCorps application is current and up-to-date.
- Applications should be completed in full. Each section should have content.
- Full sentences, complete thoughts, spelling, and grammar do count!
- References should be no more than 1 year old. References should not be related to you.

Additional Resources

- Search available AmeriCorps service opportunities: <http://bit.ly/L0Optw>
- AmeriCorps VISTA Account Login: <https://my.americorps.gov/mp/login.do>
- VISTA Campus: <http://vistacampus.gov>

About Boys & Girls Clubs

The mission of the Boys & Girls Clubs of America (BGCA) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Clubs provide A Positive Place where Native American youth can celebrate their culture and community, enjoy healthy fun with their peers, and participate in after-school educational programming under the guidance of responsible adults. BGCA began expanding services to Native American communities in 1992. There are now Clubs serving nearly 90 tribes in 24 states, for a total of 202 sites. Over 90,000 Native American youth, ages 6 to 18, benefit from Boys & Girls Clubs programs.

About AmeriCorps and VISTA

AmeriCorps is a network of local, state and national service programs that engages more than 70,000 Americans each year with service at more than 2,000 nonprofits, public agencies and faith-based and community organizations. VISTA is the AmeriCorps program that especially focuses on alleviating poverty through indirect, capacity building service. VISTA members often work behind the scenes in a leadership role to empower their agencies with new programs, increased ability to aid clients and greater reach to improve the causes and conditions of poverty.

