

JOB DESCRIPTION

Job Title: Activities VISTA
Classification: AmeriCorps VISTA Member, Full-time
Reports to: Community Relations Specialist

Job Summary: The Activities VISTA is under the direction of the Community Relations Specialist. The VISTA plans, organizes, promotes and prepares activities for the youth who call Vera Lloyd home. These activities may include in-home activities, group outings, campus-wide program and other events to assist youth in their healing, social or emotional development. In addition, the VISTA functions as supplemental support for the Community Relations Specialist in the execution of community or fundraising events. The responsibilities of the job require 40 hours of work in a week.

Activities VISTA Duties and Responsibilities:

1. Work with on-campus and administrative leadership including the Community Relationship Specialist, House Supervisors and other Staff to assess and enhance programming for Vera Lloyd's residents including Campus-wide and in-home Activities.
2. Manage program budgets and resources for Activities Program implementation.
3. Collaborate with the Development Department to obtain/identify funding or resources for special program needs.
4. Prioritize and create a timeline for program and project implementation.
5. Create a schedule, calendaring system and promotional plan to ensure Staff and youth are aware of activities and opportunities for participation.
6. Develop an on-campus year-round Art Program in collaboration with the Campus Staff, Development Department and local community organizations.
7. Coordinate the Music Program.
8. Organize and maintain Donation Closet.
9. Assist with youth summer enrichment programming and logistics.
10. Document efforts and plans for future initiatives, grant funding and other needs.
11. Participate in Continuous Quality Initiative (CQI) activities

Other Duties:

1. Cooperates with other departments to meet program and youth needs.

2. Attends and participates in staff development opportunities and trainings
3. Other duties as assigned

Essential job functions: *Activities VISTA duties 1-10 and Other Duties 1 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Be highly organized with an attention to detail
8. Exhibit responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicate effectively verbally and in writing

Minimum Qualifications:

1. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
2. Adheres to all Agency policies and procedures
3. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
4. Successfully passes initial and random drug screenings
5. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
6. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
7. Day, night and weekend work as required
8. Must be a high school graduate or have GED equivalent
9. Must be over 18

10. Successfully passes initial background screening: must be free from convictions outlined in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated finding of abuse or neglect of children or the elderly.

Preferred Qualifications:

1. Experience in, or passionate about the behavioral health and/or residential childcare/foster care field
2. A baccalaureate degree preferred; high school diploma acceptable
3. Experience in the not-for-profit sector

Other:

1. This position will have a ninety day probation period.
2. Regular and consistent attendance is a condition of continuing employment.

Please email Kathy French at kathyfrench@veralloyd.org a cover letter and resume to apply.

*Vera Lloyd Presbyterian Family Services, Inc.
is an equal opportunity employer and provider.*