
Job Title: NW VISTAS Program Director

Reports to: Executive Director – Program & Development

Revised: April 20, 2023

Salary Range: \$55,000 to \$65,000

Summary: The NW VISTAS Program Director leads the NW VISTAS program ensuring compliance with all Federal and State regulations and the terms and conditions of the AmeriCorps grant. This is a full time, exempt, salaried position.

Qualifications: The successful candidate will be skilled in leadership, program implementation and evaluation, community collaboration, recruitment and retention, staff supervision, mediation, resource mobilization, and public relations.

A Bachelor's degree plus at least three years direct experience in the management of a social service agency is desired. Master's degree is preferred. Completion of service with AmeriCorps or Peace Corps highly desired.

The NW VISTAS Program Director must demonstrate a clear understanding of the impacts of poverty and effective strategies for eliminating or reducing these impacts. The program director will have effective interpersonal and communication skills, an established record of successful leadership, demonstrated skills in program implementation, evaluation, and reporting, sound financial planning and budgeting skills, capacity for strategic planning in program areas, and ability to gain knowledge of State, Federal and local laws and regulations governing the activities of social service agencies such as Village Community Services. The NW VISTAS Program Director will obtain and keep current all agency and federally required background checks, certificates, and licenses such as, 1st aid, CPR, Bloodborne Pathogens, and WA State drivers' license and proof of personal vehicle insurance at the required liability rates.

Physical Demands: Work is frequently performed inside and occasionally outside with exposure to environmental factors when traveling or working at community work sites. Work frequently involves sitting, standing, and walking. Involves occasional lifting up to 50 lbs., crouching, and reaching. Fine motor skills for using equipment. Frequent finger use to handle pen and paper and general office machines such as: TTY, FAX, copier, computer, printer, telephone, and shredder. Frequent near acuity vision to read computer screen, and paperwork. The work environment is that of a well-equipped office with noise levels in the low range.

Typical Mental Demands: Must work constantly with many details. Must be able to quickly problem solve. Must be able to prioritize work effectively to meet time-sensitive deadlines. Must interact with people at all levels in the agency as well as board members, vendors, program beneficiaries, partner agencies, governmental and funding representatives, and the community at large.

Essential Job Duties:

1. Manage the overall strategy of the program to meet the goals and capacity building needs of the NW VISTAS program and its partner agencies.
2. Maintain focus on mitigating the impact of poverty.
3. Recruit and supervise an AmeriCorps VISTA Leader and Resource Mobilization VISTA to build the capacity of the NW VISTA Program.
4. Oversee recruitment and selection of all NW VISTAS and other team members.
5. Provide oversight and support of the AmeriCorpsVISTA members for the successful implementation of their projects.
6. Ensure AmeriCorpsVISTA member onboarding, mentoring, retention, and supervision. Support members in mediating challenges and barriers to project implementation.
7. Ensure the VISTA Leader, Resource Mobilization VISTA, and sponsor sub-site AmeriCorpsVISTA members build capacity and do no direct service per AmeriCorps policies and guidance.
8. Develop and maintain program funding including sponsor sub-site

fees and AmeriCorps support funds. Work with the Finance team to budget and invoice project fees. Approve NW VISTAS member reimbursements. Prepare and steward the annual program budget. Approve use of program funds utilizing VCS's purchase order process.

9. Assure compliance with general accounting principles and the terms and conditions of the AmeriCorps grant and other funding sources, including, but not limited to, financial management and control, project data collection and evaluation, reporting, national service days, AmeriCorpsVISTA member supervision, etc.
10. Recruit, select, and orientate new sub-sponsor partner sites to AmeriCorps and the NW VISTAS program. Follow the processes for sub-sponsor sites as delineated in the AmeriCorps grant. Initiate and complete amendments to the grant as needed.
11. Serve as the direct liaison to the Corporation for National Service, its AmeriCorpsVISTA program and the AmeriCorpsVISTA Portfolio Manager and other program staff.
12. Provide oversight of the NW VISTA sponsor sub-sites related to NW VISTAS members, public relations, and resource mobilization activities. Ensure each is supporting their member and following the member's VAD, following AmeriCorps and NW VISTAS policies and procedures, and adhering to the partner sub-site Memorandum of Understanding.
13. Develop, update, and assure signatories of the partner sub-site Memorandum of Understanding.
14. Approve member selections of each project site and provide guidance in best practices in recruitment and retention. Coordinate a collaborative recruitment process focused on the matching of candidates to projects.
15. Ensure regular direct report meetings, group NW VISTAS meetings that include both members and sub-site supervisors, and monthly AmeriCorpsVISTA member meetings.
16. Conduct partner sub-site visits twice a year.
17. Oversee and maintain monthly and quarterly reporting to be

completed by VISTA members and their supervisors. Ensure accuracy and strive to continuously improve reporting efficiency and accuracy. Summarize, prepare, and submit reports required by AmeriCorps.

18. Plan and prepare the AmeriCorpsVISTA application assuring that the program plan meets all the annual requirements set forth by the AmeriCorps grant guidelines.
19. Conduct all administrative duties necessary for the program to operate including maintaining records, organization of files, and all requirements set by Village Community services and AmeriCorps.
20. Act as a community ambassador for the NW VISTAS Program, making community connections to improve and maintain the project.
21. Promote and support NW VISTAS resource mobilization efforts including fundraising, public relations, National Service days, community collaboration opportunities, and advocacy.
22. Attend grant awardee/sponsor site training and meetings required by AmeriCorps.
23. Maintain program focus on mitigating the impacts of poverty while recognizing the strengths, needs, and capabilities of the NW VISTAS program partner agencies and their program beneficiaries.
24. Other duties and projects as required that are relevant to the NW VISTAS program.

Non-Essential Job Duties:

1. Attend AmeriCorps conferences, webinars, networking, and other events to stay in good standing with AmeriCorps, gather best practices, and improve the project.
2. Attend project social events and help as needed, sometime after normal work hours or on the weekend.
3. Attend Village Community Services all-staff meetings, training, networking events, and other events relevant to the NW VISTAS project.

Village Community Services Leadership Team Expectations

- Participate as a member of the VCS Leadership Team and with the Board of Directors to carry out the mission and strategic vision of Village Community Services
- Serve as a mentor for best practices in direct service, human resource management, dignity of risk and human rights advocacy, diversity, equity, and inclusion, and the implementation of the policies and procedures of the agency and its funding sources.
- Provide a bi-monthly (every two months) status report for review at the VCS Leadership Team and Board of Directors meetings with timely: a) program updates b) program challenges and recommendations for resolution c) incidents and extraordinary events including reports of accidents, legal issues, unusual revenue or expense items, d) service delivery data e) progress toward program goals f) fundraising efforts, public relations events, and National Service Days g) staff recruitment and retention data g) and other items as relevant
- Promote a culture of philanthropy that emphasizes collaboration and resource mobilization, where staff, Board of Directors, and NW VISTAS sponsor sites and AmeriCorps members are inspired to mobilize resources and public support for the NW VISTAS program, its sponsor sub-sites, VISTA members, and program beneficiaries.
- Act with compassionate leadership, integrity, and transparency.

Village Community Services Equity Statement:

Our vision and mission reflect our belief that all people belong and deserve honesty, autonomy, and inclusivity. Our strength comes from honoring diversity, and we celebrate the qualities that make each person unique, including ability, race, gender, age, sexuality, religion, national origin, gender identity, and other identities. We commit to aligning our culture and practices to support equity by providing the information, support, and advocacy each person needs to realize their potential at home, work, and in community life.

Summary Chart of Physical Demands

Task	Frequency	Examples
Visual acuity – near and far	C	Reading computer screens and written materials, driving, group presentations
Sitting	F	In office chair at desk, table, or computer, driving
Repetitive finger, arm, and hand movement	F	Using computer keyboard and mouse, 10-key calculator
Climbing stairs	F	To/from 2 nd floor office from/to ground floor building entrance (elevator is available)
Standing	F	Operating office machines, public speaking, events
Walking	F	To/from offices within buildings and at events
Pushing/pulling	F	File drawers, desk drawers, printer/copier paper trays
Driving a car	F	To program sites, meetings, workshops, etc.
Twisting at waist	F	Moving between computer station and desk
Kneeling/squatting	F	Retrieving items on floor and from low file drawers, decorating at events
Bending at waist	F	Picking items off table or shelf
Carrying	F	Briefcase, portfolios, presentation materials, file boxes, supplies, books and folders, event decorations
Lifting	O	Presentation materials, file boxes, supplies, tables, chairs, etc. at events
Reaching above shoulder	O	Retrieving/placing binders, books, and supplies on a shelf
Crawling	N/A	N/A

C	=	Constant (over 70% of the time)	S	=	Seldom (1-10% of the time)
F	=	Frequent (30-70% of the time)	N/A	=	Not Applicable
O	=	Occasional (10-30% of the time)			% denotes estimates

I have read and understand the duties and responsibilities of the NW VISTAS Program Director position.

NW VISTAS Program Director Signature

Date

