



Kentucky Refugee Ministries, Louisville Volunteer and Events VISTA

Summary

KRM's Louisville office resettles over 250 refugees every year. To ensure refugee newcomers in the Louisville Metro Area receive the services and support they need to integrate in their new home, the Volunteer & Events VISTA project will build the capacity of KRM by increasing resources through fundraising events and volunteer retention.

This position is contingent on a successful application to the AmeriCorps VISTA program. Under the program, this would be a full-time, year-long term of service. The start date is dependent on the applicant's successful AmeriCorps VISTA application and the completion of AmeriCorps training that starts as early as July 23, 2018.

Essential Duties and Tasks

VISTA Member duties will include the following:

1. Assess the needs of the agency and how volunteers can best be utilized
2. Hold a monthly orientation for new volunteers
3. Track volunteer hours monthly
4. Follow up with volunteers in a timely manner
5. Communicate with volunteers through emails, phone and personal contact
6. Oversee the Volunteer Advisory Council with the Community Engagement and Development Specialist
7. Facilitate volunteer appreciation and training
8. Collaborate with community supporters and staff to set up outreach events
9. Work collaboratively with staff at KRM on outreach and volunteer programs

Outreach and Events

1. Present to student groups, companies, and community organizations about the agency's clients and services
2. Hold monthly orientations for 30+ new volunteers
3. Recruit, interview and place applicants for volunteer opportunities
 - a. Host and attend recruiting events within the community to attract qualified candidates

- b. Work with other community organizations to publicize opportunities for volunteers
4. Identify community outreach opportunities such as fairs, festivals, local markets and organizations
5. Conduct tours of KRM as needed
6. Attend networking events to represent KRM
7. Connect with community partners for service opportunities – as needed
8. Create and distribute various communications and publications (e.g., upcoming events flyers) as needed
9. Collaborate with staff to supply volunteers for various KRM events
10. Facilitate distribution of information relevant to volunteers
11. Author written communications such as letters, instructions, or other media, as appropriate
12. Organizing and coordinating community building events and fundraisers throughout the year as part of a team. (e.g. , Global Gourmet, KRM Live, KRM Thanksgiving, World Refugee Day)

Data Collection and Analysis

1. Collect and maintain accurate records of volunteer hours and active programs
2. Collect feedback from volunteers and staff regarding their experience
3. Enter data into volunteer database on a monthly basis
4. Generate reports as needed for various grants
5. Create lists of volunteers by category (hours served, program, zip code, etc.) as needed
6. Remain current in general office technology and train volunteers to use office and specialized equipment when appropriate

Volunteer Management

1. Respond to emails, phone calls, and in-person volunteer requests in a timely manner
2. Survey staff regularly to assess needs for volunteer assistance
3. Maintain Volunteer Service Descriptions for each volunteer assignment
4. Respond to volunteer questions and concerns regarding the agency and their placement
5. Coordinate volunteers for special events and provide clear instructions for their roles
6. Develop and manage volunteer policies, procedures, and standards of volunteer service
7. Organize and participate in volunteer recognition programs and special events
8. Author bi-weekly email newsletter, “Volunteer Minute”
9. Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
10. Perform as Sponsor for the Volunteer Advisory Council
 - a. Attend Council meetings
 - b. Provide advice and direction to the Council
 - c. Assure Council activities are aligned with the mission and vision of KRM
 - d. Create an agenda and type meeting minutes

Service Learning Group Coordination

1. Coordinate schedules for service learning groups visiting KRM that fit the needs of the group as well as the agency
2. Provide on-site training for service-learning volunteers
3. Handle telephone, voicemail, written, and e-mail inquiries for information regarding group service learning trips, including Alternative Break Programs.
4. Inform and collaborate with staff on group service schedules
5. Send confirmation and reminders to service group and staff
6. Work with volunteers and staff to manage/assist groups before they arrive and upon arrival to provide the best experience and minimize confusion and problems for staff
7. Manage groups of volunteers in the KRM Donations Warehouse, as needed

Specialized Skills

Public Speaking, Cultural Competency, Communications, Computers/Technology, MS Office, Ability to manage multiple deadlines, ability to work independently and as part of a team environment.

Agency Profile

Founded in 1990 as a nonprofit agency, Kentucky Refugee Ministries is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the U.S. State Department's Refugee Admissions Program.

Since 1995, through Church World Service/Immigration and Refugee Program (CWS/IRP), KRM has also resettled Cuban-Haitian entrants admitted under a special program administered by the U.S. Department of Citizenship and Immigration Services (USCIS).

Kentucky Refugee Ministries secures housing and medical care for refugees and provides them with comprehensive case management including employment services, educational and cultural orientation programming, and specialized programs for refugee youth and elders. KRM also offers classes for refugees and immigrants preparing to apply for U.S. citizenship and a full range of immigration legal services.

There is no religious messaging or proselytization connected with KRM's services.

Salary and Benefits

This is a 40-hour-a-week position through the AmeriCorps VISTA program. Through AmeriCorps VISTA, training, housing and living allowances are available. The choice of Education Award or End of Service Stipend is available through AmeriCorps VISTA. An additional KRM living stipend is available.

To Apply

Interested applicants should complete a two-part application process:

- 1) Apply to KRM by emailing a résumé and cover letter to:

Christine Gosney
Grants & Communications Manager

Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
cgosney@kyrm.org

- 2) Create an AmeriCorps VISTA profile application, including submitting two written references, at the following website:

<http://www.nationalservice.gov/programs/americorps/americorps-vista>

7/3/2018 UPDATE. The following is a direct link to KRM's AmeriCorps VISTA recruitment listing:

<https://my.americorps.gov/mp/listing/viewListing.do?id=82152&fromSearch=true>