



32 Walnut Street ■ PO Box 6008 ■ Brattleboro, VT 05302-6008
802.257.0361 ■ youthservicesinc.org ■ A United Way Agency ■ *Transforming Lives, Inspiring Futures*

Great new opportunity!

AmeriCorps VISTA - Volunteer Coordinator and Development Assistant

Join a dynamic team in building community support for restorative justice and youth-led mentorship and entrepreneurship in southern Vermont while gaining experience in fundraising and volunteer recruitment!

Are you ready for an amazing opportunity to join an innovative program and make positive change in your community?

Youth Services has been a highly-respected part of the Windham County of Vermont community since 1972. Together we can build resilience and be a catalyst for change. Youth Services is a supportive, creative, dynamic workplace.

Youth Services hosts a variety of programs to build wrap-around services for our community. These programs include (1) a Restorative Justice Program that offers an alternative to the traditional criminal justice system for youth and adult offenders, including case management and the Youth Substance Abuse Safety Program (YSASP); (2) a Clinical Program with counseling services and substance use treatment options; (3) a Youth Development Program that supports youth at risk of homelessness, youth transitioning out of foster care, youth at risk of dropping out of school, and offers comprehensive life skills; and (4) our Workforce Development Program that pairs youth with mentors to help build job skills, and a trauma-informed drop-in center.

Youth Services is seeking a 40 hour per week AmeriCorps VISTA Volunteer Coordinator and Development Assistant to join our dynamic team. This organized individual with great communication skills will provide volunteer coordination and support for the Restorative Justice Programs at Youth Services, along with assisting the Development Director with the agency's fundraising efforts. An Associate's degree in a related field or equivalent experience is required. A college degree is preferred.

Private transportation required for travel in the community and monthly travel to Montpelier for VYT training. The organization reimburses for work- and training-related mileage. This position may involve some Saturday and evening hours.

Duties include:

Volunteer Coordinator (20 hours per week):

- Work with the Director of Restorative Justice Programs to enhance the agency's volunteer coordination.
- Develop a more efficient and robust system of volunteer recruitment, training, support, and retention for the agency's Restorative Justice and Workforce Development programs.

- Develop and implement a community outreach plan for recruiting new volunteers to act as Court Diversion panel members or youth mentors.
- Build on existing volunteer training efforts to enhance the training of new volunteers.
- Develop and implement training modules for ongoing training of existing volunteers.
- Develop and coordinate a computerized system for tracking volunteer recruitment, training, retention, and ongoing support.
- Act as a liaison between agency volunteers and program staff.
- Other duties as assigned.

Development Assistant (20 hours per week):

Duties include:

- Administrative Support for Development function.
- Prepare for and help manage events: fundraiser and donor cultivation (adapted for COVID-19) and agency's 50th Anniversary.
- Solicit and track Corporate and Individual gifts.
- Assist with data management.
- Other duties as assigned.

To Apply: Send resume and cover letter to HumanResources@youthservicesinc.org by June 1, 2021.

We will be reviewing applications on a rolling basis.

Youth Services is an Equal Opportunity Employer.