

26-27 Volunteer Program Administrator VISTA

Lexington, KY

On-Site, Full Time

OPEN UNTIL FILLED

Please apply through the *AmeriCorps* online platform:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=129648>

About the Job:

Catholic Charities of Lexington serves families in crisis through disaster relief, counseling, outreach, and food programs. The VISTA will develop and launch volunteer systems to expand support for those in need.

This VISTA position is a part of Catholic Charities USA's Family Strengthening Program, a national intermediary project. As a member, you will meet virtually with VISTA Leaders and other VISTAs serving throughout the country, all focused on alleviating poverty. CCLex's mission is to serve Christ by accompanying individuals, families, and communities with compassion, support, and resources as they move from hardship to stability with dignity. This mission is carried out through programs including Bridging the Gap, disaster relief, mental health counseling, parish outreach support, food distribution, and community agriculture. The VISTA will increase CCLex's capacity to respond to community needs by implementing a volunteer management CRM, developing recruitment and onboarding processes, creating supporting materials, and providing ongoing volunteer coordination. These efforts will expand program support and strengthen parish outreach, ultimately increasing our ability to serve those in need.

Education Level: College Graduate

Language Requirement: None

Car Recommended: Yes

Field of Service Areas: Community Outreach, Disaster Relief, Hunger

Description: The Catholic Charities of Lexington Volunteer Program Administrator VISTA will build the foundation for a sustainable volunteer program by implementing a volunteer CRM, streamlining intake and onboarding, creating training and orientation materials, and developing volunteer hospitality and appreciation processes. The VISTA will strengthen community engagement by collaborating with staff, parishes, schools, businesses, and volunteers to identify needs, improve communication, and expand volunteer opportunities. Additional responsibilities include developing outreach strategies, creating a parish engagement matrix, standardizing

tracking and reporting systems, building a Volunteer Services webpage, and training staff to ensure long-term sustainability. The VISTA will also identify pathways for volunteers to become donors and submit a final sustainability plan for continued growth.

Desired Skills:

- Communications
- Community Organization
- Computers/Technology
- Public Speaking
- Recruitment
- Writing/Editing
- Team Work
- Data base/spreadsheet development

Program Benefits:

- Childcare assistance if eligible
- Relocation Allowance
- Choice of Education Award or End of Service Stipend
- Training
- Living Allowance
- Health Coverage

Terms:

- Permits working at another job during off hours
- Permits attendance at school during off hours