



VISTA Volunteer Coordinator

Job Title: VISTA Volunteer Coordinator

Reports to: Community Engagement Manager

Status: Full Time / AmeriCorps VISTA

Start Date: July 18, 2022 (One Year Service Term)

Austin Creative Reuse (ACR) is a nonprofit with a mission to foster conservation and reuse through creativity, education and community building. Through our creative reuse center in Austin, Texas, we have diverted more than one million pounds of usable creative materials from the landfill and hosted hundreds of workshops and community events to promote art education and creative reuse. The VISTA Volunteer Coordinator will be responsible for building ACR's capacity to engage volunteers from the community to ensure a reliable stream of high-quality, affordable creative materials for use in schools and art programs and to provide impactful service learning projects, internships and work experience programs for students. Come make a difference building community to support impactful art experiences and better educational outcomes for area students, all while enjoying a year in the Live Music Capital of the World and the natural wonder of Central Texas and the Texas Hill Country.

Project objectives and details are available - email us at careers@austincreativereuse.org for more!

Duties and Responsibilities:

- Iterate and expand on ACR's existing volunteer management program
- Develop and execute a plan to recruit new volunteers and increase volunteer hours contributed to the organization
- Design volunteer project workflows that engage volunteers and meet organizational needs
- Train ACR staff and volunteers to be volunteer facilitators

- Design a new 900 sq. ft. volunteer space in the center to maximize volunteer productivity and comfort
- Create outreach materials and campaigns to promote volunteer opportunities
- Create meaningful volunteer thank yous to keep volunteers engaged and coming back
- Join the ACR team for outreach and tabling opportunities in the community
- Engage in workshops, talks and skill-building programs related to non-profit management, the circular economy and related topics

Qualifications:

- Excellent written and oral communication skills
- Professional demeanor and confident presentation skills
- Demonstrated ability to work independently and in a team environment
- Basic computer skills, including familiarity with Google Suite
- Commitment to and ability to communicate ACR's mission
- Experience working with volunteers a plus
- Ability to speak multiple languages a plus
- Basic knowledge of or experience with creative materials or techniques a plus

Compensation: This position is offered through the AmeriCorps VISTA program. Compensation includes a living allowance of approximately \$15,000 annually and education award (\$6,500) or end-of-service stipend (\$1,800). Other benefits include health benefits and, if applicable, compensation for child care. Work week is hybrid and flexible.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Apply online at the AmeriCorps VISTA website:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=111616>

At Austin Creative Reuse, we believe that diversity makes us stronger and challenges us to think differently every day. Austin Creative Reuse provides equal employment opportunities to all on the basis of qualifications, merit and organizational needs.

About Austin Creative Reuse:

Austin Creative Reuse (ACR) is a 501(c)(3) nonprofit organization. Our mission is to foster conservation and reuse through creativity, education, and community building. We

opened Austin's first and only creative reuse center in September 2015. In our center, we collect, process and re-sell gently used creative materials donated from individuals and businesses. To date, ACR has diverted more than one million pounds of usable creative materials from the landfill and hosted hundreds of workshops and community events to promote creative reuse. Learn more at <http://austincreativereuse.org/>

About the AmeriCorps VISTA Program:

This position is offered through the AmeriCorps VISTA Program. Founded in 1965, Volunteers in Service to America (VISTA) is an anti-poverty program designed to provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. AmeriCorps VISTA provides opportunities for individuals 18 years or older from a diverse range of backgrounds to dedicate a year of full-time service with an organization to create or expand programs designed to empower individuals and communities in overcoming poverty. Learn more about the AmeriCorps VISTA program and benefits for VISTA members at <https://americorps.gov/members-volunteers/vista>.