

## Montana Campus Compact VISTA Assignment Description (VAD)

<b>Position Title:</b> AmeriCorps VISTA Leader
<b>Hosting Organization:</b> Montana Campus Compact
<b>Community Partner(s):</b> AmeriCorps VISTA Hosting Organizations
<b>Project Start Date:</b> August 14, 2023
<b>Project End Date:</b> August 12, 2024
<b>Project Focus Areas:</b> AmeriCorps member support, Event planning, Project monitoring

### VISTA Assignment Objectives and Member Activities

**Goal(s) of the VISTA Project:**

The overall goal of this VISTA project is to provide personal support to up to 29 AmeriCorps VISTA members serving statewide with the Montana Campus Compact (MTCC) VISTA program. This project also aims to improve AmeriCorps member recruitment, AmeriCorps member training and professional development, and to support other special initiatives to ensure enhanced anti-poverty outcomes for MTCC initiatives.

The VISTA Leader will accomplish these goals by fostering supportive and positive relationships with VISTA members; participating in site monitoring activities; developing educational content for members; serving as a team member on various teams within the MTCC organization, such as the Communications Team, Training Team, Recruitment Team, and Dennison Civic Engagement Scholarship Review Team; contributing to Diversity, Equity, Accessibility, and Inclusion (DEAI) initiatives; and serving as an ambassador for VISTA service.

<p><b>Objective:</b> Create a welcoming and supportive environment for VISTA members.</p>	<p><b>Member Activity:</b> The VISTA Leader will serve as a mentor and advocate for VISTA members by conducting one-on-one and group conversations in-person, by phone, and via video conferencing. This will include onsite orientation follow-up calls and additional check-in calls, as needed, to coach members on accomplishing their VAD objectives. They will support members in finding solutions to challenges, and elevate pressing member concerns to the MTCC VISTA Director.</p> <p><b>Member Activity:</b> The VISTA Leader will host bi-weekly member calls (Solidarity Calls) with the entire cohort to create a sense of camaraderie and to provide a space for the discussion of project success and challenges.</p>
<p><b>Objective:</b> Monitor projects for efficacy and challenges.</p>	<p><b>Member Activity:</b> The VISTA Leader will ensure member monthly reports are completed accurately and submitted in a timely manner, following up with members as needed.</p> <p><b>Member Activity:</b> The VISTA Leader will travel with the MTCC VISTA Director to conduct site visits with members and their supervisors. They will conduct interviews with members during site visits and assess any project challenges.</p>

<p><b>Objective:</b> Recruit the next cohort of VISTA members.</p>	<p><b>Member Activity:</b> The VISTA Leader will assist the MTCC VISTA Director and MTCC VISTA Program Specialist in the developing recruitment strategies and recruitment materials to attract VISTA candidates.</p> <p><b>Member Activity:</b> The VISTA Leader will review VISTA applications, schedule and conduct intake interviews, and consult with staff to make candidate determinations.</p> <p><b>Member Activity:</b> The VISTA Leader will publicize VISTA positions through outreach activities to colleges and universities, via MTCC social media, and via job boards such as Handshake and Indeed.</p>
<p><b>Objective:</b> Contribute to MTCC’s special initiatives.</p>	<p><b>Member Activity:</b> The VISTA Leader will support MTCC staff in spreading the word about the Dennison Civic Engagement Scholarship and Youth Serve Montana Awards. They will support in the review of scholarship applications.</p> <p><b>Member Activity:</b> The VISTA Leader will collaborate with MTCC staff and AmeriCorps members to develop and execute service projects for National Days of Service.</p> <p><b>Member Activity:</b> The VISTA Leader will participate in Communications Team meetings, and collaborate with the team in identifying effective strategies for sharing information with stakeholders and the general public. They will support communication activities such as creating social media posts, writing newsletter content, maintaining the MTCC website, etc.</p> <p><b>Member Activity:</b> Serve Montana Symposium: assisting Program Director and VISTA Program Specialist with appropriate training content.</p> <p><b>Member Activity:</b> The VISTA leader will participate in weekly Diversity, Equity, Accessibility, and Inclusion (DEAI) discussions and trainings and commit to advancing MTCC’s anti-racist principles.</p> <p><b>Member Activity:</b> Youth Serve Montana (YSM): assisting in the promotion and dissemination of YSM materials spreading the word through our campus and VISTA network of the scholarship opportunity.</p> <p><b>Member Activity:</b> Close of Service training: creating valuable content for members approaching their close of service.</p>
<p><b>Objective:</b> Training and Professional</p>	<p><b>Member Activity:</b> The VISTA Leader will develop educational content for trainings to be delivered during Solidarity Calls, the MTCC Fall</p>

<p>Development</p>	<p>AmeriCorps convening, Serve Montana Symposium, and VISTA Close of Service. They will gather member feedback about trainings and provide recommendations to MTCC for improvements.</p> <p><b>Member Activity:</b> The VISTA Leader will develop carpooling and travel plans for members to attend trainings. They will plan meals and cohort development activities.</p> <p><b>Member Activity:</b> The VISTA Leader will share outside training and professional development opportunities with VISTA members.</p>
<p><b>Objective:</b> Ensure VISTA Program sustainability</p>	<p><b>Member Activity:</b> The VISTA Leader will ensure the sustainability of all MTCC VISTA projects through the creation of strategic work plan goals and the development of legacy and training materials to support future VISTA Leaders.</p>

<h2>Compensation &amp; Benefits</h2>
<p><b>Living Allowance:</b> \$767 Distributed every two weeks. Subject to federal and state taxes.</p> <p><b>Housing Assistance:</b> \$212 Distributed every month. Paid directly to the member's landlord.</p> <p><b>End of Service Award: <i>Option 1</i>)</b> Education Award <b>\$6,895 <i>Option 2</i>)</b> End of Service Stipend <b>\$3,000</b>  <i>You may elect to receive either an education award or an end of service stipend. The education award is distributed after the final day of service. Members who are age 55+ have the option to transfer the award to their children and grandchildren. The end of service stipend is distributed in the final two living allowance payments.</i></p> <p><b>Relocation Assistance:</b> \$750 plus \$0.40 per mile. Only available to members relocating 50 or more miles. Disbursed only after arrival on site. If returning home at the end of service, you may receive the same relocation assistance again.</p> <p><b>Public Benefits:</b> Special Consideration. <i>In some circumstances, AmeriCorps members receive special considerations when applying for or continuing public benefits, including SNAP, HUD subsidized housing, WIC, etc. <a href="#">Learn more</a>. Or speak to a public benefits caseworker.</i></p> <p><b>Emergency Expense Allowance:</b> Subject to approval. Administered by the VISTA Member Support Unit. <i>Applicable to extraordinary costs, such as reimbursement for theft, fire loss, or special clothing necessitated by severe climate.</i></p> <p><b>Health Coverage:</b> Yes. <i>Members may instead elect to remain on their own plan, a family plan, or a spouse's plan.</i></p> <p><b>Mental Health Support:</b> Yes, for those electing the VISTA health coverage plan. <i>Includes access to teletherapy.</i></p>

**Outside Employment:** Permitted. *Members may seek outside employment so long as it does not interfere with their service activities.*

**Childcare Assistance:** Yes. *Eligibility determined by the AmeriCorps Childcare Program.*

**Time Off:** Personal Leave: 10 Days. Medical Leave: 10 Days. Emergency Leave: Subject to approval.

**Federal Noncompetitive Hiring:** Eligible. *For one year following the completion of a service term, VISTA members qualify for preferential treatment when applying for federal jobs.*

**Employers of National Service Preference:** Eligible. *All AmeriCorps members can qualify for preferential treatment when applying to jobs with organizations which classify themselves as Employers of National Service.*

**Education Award Match Eligibility:** Subject to institutional policies. *Please check with campus offices of financial aid to learn if you may be eligible for an institutional match when education award funds are applied to tuition or attendance costs.*

## Qualifications Overview

This AmeriCorps position requires the service member to have a set of knowledge, skills, and abilities (KSAs), and it is these KSAs that set the qualifications for the position. Certain qualifications are deemed essential to this position and to be eligible for the role, you are required to meet these qualifications. Other qualifications are recommended for this role, and will be used to select amongst candidates who otherwise meet the required qualifications.

Candidates who are able to meet a qualification with the support of a reasonable accommodation are considered as satisfying the qualification requirement. Reasonable accommodations will be determined pursuant to the Americans With Disabilities Act (ADA) and other applicable legislation.

## Required Qualifications

**Attention** - Candidate can concentrate on one task over a period of time; can switch their attention between different tasks within a short period of time; and can give their full attention to what other people are saying.

**Cognition** - Candidate can apply their prior knowledge and experiences to their activities; can understand the implications of new information; can remember information such as words, numbers, pictures, and procedures; can observe patterns; and can apply rules to categorize, sort, or order things.

**Computer Input** - Candidate has the ability to operate computer programs through an input device (e.g., a computer keyboard or adaptive technology).

**English Language** - Candidate is able to express themselves in English and comprehend information communicated in English.

**Office Procedures** - Candidate has basic knowledge of common office procedures and project management systems. These include knowledge of at least one word processing program (e.g.,

Microsoft Word, Google Docs, or Apple Pages), and at least one spreadsheet program (e.g., Microsoft Excel, Google Sheets, or Apple Numbers).

**Problem Solving** - Candidate can apply critical thinking, deductive reasoning, and inductive reasoning to develop and evaluate solutions to problems; can generate original and creative ideas related to a topic; can identify information they are missing and ask appropriate questions to get that information; and can consider relative costs and benefits to identify the best actions to take in response to a problem.

**Team Management** - Candidate has knowledge of leadership techniques and the coordination of people and resources.

**Time Management** - Candidate can meet deadlines and arrive at appointments on time.

**Written Expression & Comprehension** - Candidate can communicate effectively in writing as appropriate for the needs of a defined audience, and can read and understand information that is presented to them in writing.

## Recommended Qualifications

**Basic Mathematics** - Candidate can perform basic arithmetic operations (i.e., addition, subtraction, multiplication, and division), and basic statistical operations (e.g., taking the average of several numbers).

**Communications and Media** - Candidate has knowledge of media production, communication, and dissemination techniques and methods.

**Education and Training** - Candidate has knowledge of the design and development of educational materials and curriculum, and can select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Non-Profit Organizations** - Candidate has knowledge of the structure, operation, and purpose of non-profit organizations in the United States.

**Oral Comprehension & Expression** - Candidate has the ability to listen to and understand information and ideas presented through spoken words and sentences, and can communicate information and ideas in speech so others will understand.

**Project Management** - Candidate has knowledge of planning and coordinating activities to accomplish complex projects, and can monitor and assess the performance of themselves and others to make improvements.

## Minimum Eligibility Requirements

*In order to be eligible to participate in the MTCC AmeriCorps VISTA program, a candidate must meet all of the following eligibility criteria.*

- 1) Have completed one full term of AmeriCorps VISTA service; Or, have completed a 1,700 hour term of AmeriCorps State & National or NCCC service; Or, have completed a term of Peace Corps service.
- 2) Be at least 18 years of age on the first day of service.
- 3) Hold one of the following citizenship or legal residency statuses: US Citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state. Examples of persons legally residing within a state may include those holding the following classifications: refugee, asylee, temporary protected status, and Deferred Action for Childhood Arrivals (DACA) status.
- 4) Must not be registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry.
- 5) Must not have been convicted of murder, as defined in 18 U.S.C. 1111.
- 6) Must be willing to consent to a National Service Criminal History Check.
- 7) Must not show a pattern of previous criminal behavior that may endanger or adversely impact the beneficiaries, staff, or volunteers of MTCC, AmeriCorps, or of the service site. Or of a pattern of non-criminal behavior that may result in the same.
- 8) Must hold a Bachelor's or higher degree. Or, hold an Associate's degree and be able to demonstrate relevant work experience.

***ADA/EOE/AA/Veteran's Preference: MTCC is an administrative unit of the University of Montana. Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.***