

**UNITED WAY OF WILSON COUNTY
SUPERVISOR POSITION DESCRIPTION**

Title: AmeriCorps VISTA Supervisor

Reports to: EXECUTIVE DIRECTOR

Position Summary: To oversee the AmeriCorps VISTA program and VISTA member team.

Key Responsibilities:

Coordinate, recruit, interview, and screen potential AmeriCorps VISTA applicants.

Provide United Way orientation and VISTA Project orientation to all AmeriCorps VISTA Members and Site Supervisors.

Conduct team meetings to support AmeriCorps VISTA Members in their service assignment.

Serve as liaison between Host Agencies, AmeriCorps VISTA Member(s) and Wilson 20/20 Community Vision.

Submit programmatic reports to office in a timely manner.

Provide on-going site and member support as needed (on site visits bi-weekly / monthly / other, plus phone/email contact as necessary).

Assist Host Agencies, if requested, with the development of a plan for sustainability of on-going community support when AmeriCorps VISTA support is no longer available.

Support project evaluation requirements.

Participate in Host Agency site visits from VISTA - Americore officials, monitors and auditors, as applicable.

As needed assist with other general United Way operations.

Interview and match volunteers with community volunteer opportunities.

Staff the United Way information table at area institutions of education, health fairs, businesses, or other needed sites in order to market the use of United Way services.

Attend Volunteer projects that may occur on evenings or weekends.

Other duties as assigned.

Education Requirements:

Bachelor's Degree in Business, Social Work, or related field.

Experience Required:

AmeriCorp VISTA or similar experience preferred. Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

Other Requirements:

Individual must have a passion for improving lives and strengthening communities.

Demonstrate ability to recruit, establish and maintain excellent working relationships with all levels of United Way staff, as well as, diverse volunteers, donors, and community partners.

Demonstrate superior skills in customer service, problem solving, conflict resolution, team building, public speaking, and time management.

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, donors, customers, and volunteers. Must be able to speak and write in a clear and grammatically correct manner.

Must be able to maintain confidentiality of sensitive information.

Must be able to lift and carry objects up to 50 pounds; must be able to walk and climb stairs and perform fine motor skills.

Attendance and assistance required at occasional after hours functions.

Some travel required. Individual must possess a valid driver's license, vehicle, and car insurance.

About United Way of Wilson County, Inc.

United Way of Wilson County, Inc. was organized in 1959. Operates with a staff of 3 full time and 1 part employees and works with hundreds of volunteers. United Way of Wilson County, Inc. boasts a campaign goal of over \$1.3 million and allocates to 25 non-profit agencies in the area of education, basic needs, and health.

United Way of Wilson County, Inc. serves Wilson County, NC

The organization has evolved from a force in fundraising, to a community solutions provider – connecting individuals to assistance through the NC 211 and the Wilson Crisis Center. Compiles BB&T Lighthouse projects to 2,000 Wilson County Employees. Promotes volunteerism through "Get Connected", and promotes community leadership and philanthropy through giving societies.

Visit our website for more information. unitedwayofwilson.org resumes may be sent to: director@unitedwayofwilson.org