

Habitat for Humanity Colorado

## VISTA JOB DESCRIPTION

3/97

# SAMPLE

### VISTA JOB DESCRIPTION:

The VISTA's goal will be to assist [REDACTED] in doubling the production of homes by creating a more efficient organization. The VISTA will work to expand and diversify a volunteer base and assist in the development of [REDACTED] through the organization of systems, committees, jobs and volunteers.

### KEY ROLES AND OBJECTIVES:

- I. Inter-Organization Communication**--the VISTA will work to facilitate communication between the staff/office, the various committees and the Board of Directors, essentially being an informational resource to all those involved in the organization.

KEY OBJECTIVE: To develop a procedure by which all information that comes into the office via mail or phone is delegated to the appropriate individual/committee and to then develop a documenting system to ensure that appropriate action has been taken with the information.

- II. Volunteer Coordination/Orientation**--the VISTA will actively seek out new community participants, and appropriately place volunteers within the organization based on their skills and interests. The VISTA will set up an orientation system to ensure that all new volunteers are given a background of the organization and an understanding of philosophy and structure.

KEY OBJECTIVE: To have the recruitment, training and coordinatim of volunteers be sufficient to support the goals and projects of the organization and to adequately reward and nuture the volunteers.

- III. Administrative Organization**--the VISTA will recruit, coordinate and supervise volunteers who will work in the office on a weekly basis to assist in the everyday management of affairs.

KEY OBJECTIVE: To have a reliable Administrative team with each member haviug a specific, clearly defined job description and to have a well functioning systematic office procedure.

- IV. Committee support/development**--the VISTA will work to strengthen the current committees by providing resources to committee ~~chair~~ and developing committee orientation packets for distribution to all committee members. The VISTA will also work to build committees and teams in areas where they are needed but lacking.

KEY OBJECTIVE: To assist all standing committees in being sufficiently staffed, having a chair, goals and projects and having regular meetings to encourage the involvement of new members.