



## JOB DESCRIPTION

This document is  
used to provide a

<b>Employee Name:</b>	
<b>Agency:</b> Department of Workforce Development	<b>BU:</b>
<b>Division:</b> Serve Indiana	<b>Section/District:</b>
<b>Job Title:</b> Program Director	<b>Job Code:</b>
<b>Working Title (if different from above):</b> AmeriCorps VISTA Program Manager	
<b>Reports To:</b> Director of Grants, Serve Indiana	
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	<b>Effective Date:</b> 6/1/2021

### **Purpose of Position/Summary:**

The AmeriCorps VISTA Program Manager is part of a highly collaborative team who are responsible for VISTA member recruiting and training, host site development and support, monitoring and reporting, supervision and support of 10-15 AmeriCorps VISTA members and general operations ensuring that all programmatic and financial activities comply with the terms and conditions of AmeriCorps the agency.

The AmeriCorps VISTA Program Manager will also collaborate with other Serve Indiana team members in monitoring and support provided to subgrantees in Serve Indiana's funding portfolio.

### **Essential Duties/Responsibilities:**

#### ***AmeriCorps VISTA Program Management***

- Supervise AmeriCorps VISTA members and leaders. Duties include: leading regular planning sessions and meetings; providing on-going coaching and support; completing formal performance evaluation; and regularly communicating with designated members and leaders.
- Manage VISTA member recruitment, selection, and placement. Duties include: creation and distribution of communication and outreach materials; evaluation candidates; coordinating the assignment process; communicating with key stakeholders; and ensuring all necessary onboarding paperwork and processes are completed.
- Co-lead VISTA members development programming. Duties include: collaborating with program staff and VISTA leaders on content and delivery for member orientation, ongoing professional development corps building activities, and days of service.
- Support the evaluation process. Duties include: develop a comprehensive data collection system for VISTAs and host sites, co-author required sponsor reports, and utilize data for program improvement.

- Support program communications. Duties include: manage stakeholder contact lists, member listservs, and other related mechanisms; create content for communications about VISGTA activities and impact; and assist in the distribution of approved content via print, electronic, and social media.
- Perform related program administrative functions. Duties include: completion of VISTA enrollment paperwork; submission of payroll and service verification; handling of program/grant finances including procurements and reimbursements and document transactions; and ensure basic programmatic files.

### ***Grants Management and Compliance***

- Support the Serve Indiana team on monitoring and compliance of AmeriCorps subgrantees.
- Participate in site visits and AmeriCorps program training events as needed.
- Assist other teammates in the grant review and application process.

### ***Other duties:***

- Review and oversee monthly expense and invoice process with Assistant Director
- Provide staff support to the Commission Program Committee as needed;
- Participate in the development, implementation and maintenance of policies, objectives, and short-and long-term planning, including Indiana's State Service Plan; and,
- Represent the agency at various community and/or interagency meetings and promotes existing and new programs and/or policies as assigned

### **Job Requirements:**

- read and interpret complex federal and state laws and regulations
- general knowledge of the general principles and practices of accounting, budgeting, and auditing
- adapt to new situations and changes in the workplace and assigned duties; the capacity to adjust assignments to maintain workflow
- be sensitive to customer needs and expectations; a willingness to respond promptly and appropriately
- exercise independent judgment within broadly defined policies and practices in developing methods, techniques, and evaluation criterion for obtaining results
- use good judgment with the propensity to think logically and foresee consequences
- comprehend, analyze, interpret, and correlate technical material and data into a variety of written reports, including the articulation of remedies in writing and/or verbally;
- establish and maintain cooperative, productive working relationships with other agency personnel, state and federal government units, grant recipients, the nonprofit sector, and the public through effective motivational and leadership skills;
- recognize and define problems by investigating and analyzing the facts, developing corrective action plans, and using resources and techniques to derive sound solutions while foreseeing potential consequences

### **Supervisory Responsibilities/Direct Reports: none**

**Difficulty of Work:** moderate

**Responsibility:**

**Personal Work Relationships:**

This position can expect to work with other program officer(s) as part of a team that supports and collaborates on job responsibilities. This position should also expect direct supervision from the Director of Programs and to work with the public and funded programs

**Physical Effort:** Ability to sit at a desk for 7.5 hours per day

**Working Conditions:** This position is both in office and field work-individuals should expect a cubicle for office work and meetings with the public and partners in the community.