

Job TITLE	Outreach and Volunteer Development Specialist
SPONSORING ORGANIZATION	Covenant Community Health and Wellness
PROJECT NAME	<i>CCHW Strength in Numbers program by the University of Missouri Extension</i>
SITE NAME	<i>Covenant Community Health and Wellness, 5931 Swope Parkway, Kansas City, MO 64130</i>

JOB DESCRIPTION

*The VISTA Outreach and Volunteer Development Specialist will develop and implement a community outreach program for Covenant Community Health and Wellness. Focus will be on outreach to recruit and manage Nutrition Ambassadors, and assist in implementing for the Strength in Numbers program. The VISTA will also assist in the development of a volunteer management program for the organization, growing its ability to meet identified needs and deliver effective programming to the Southeast Kansas City community. University of Missouri Extension’s Nutrition & Health Education Specialist will supervise this position.
 This is position will require working 40 hours a week with at least 25 hours/week working with community groups.*

TASK 1 Identify existing community groups in 64128, 64127, 64130, 64131, 64132 and their neighborhoods.

Responsibility	1. Develop a database of existing community groups such as scrap-booking clubs, Bible studies, book clubs, bingo groups, knitting clubs, and arts and crafts etc.
	2. Contact group members/leaders to evaluate interest in <i>Strength in Numbers (SN) pilot program</i> and subsequently schedule a guest visit.
	3. Develop a schedule for SN pilot program demonstrations for interested groups.
	a. Visit interested groups and introduce them to SN through short program demonstrations. b. Present CCHW’s other volunteer opportunities to groups as needed.

TASK 2 2. Recruit for the Strength in Numbers Nutrition Program.

Responsibility	Recruit and schedule 24 SN ambassadors for monthly leader meetings to be held at CCHW
	a. Contact identified groups, leaders, and schedule leader training meetings in collaboration with Nutrition specialist.
	b. Develop overall annual calendar for the groups and send out follow-ups and all necessary reminders.
	c. Be in-charge of providing leaders and their groups with all registration material and pre- and post-surveys.
	d. Compile all outcome data from pre- and post-surveys in Microsoft Excel.
	2. Use existing SN marketing resources to develop other strategies for recruiting ambassadors.
a. Develop SN’s social media presence and effectiveness across platforms.	
b. Develop SN’s face-to-face presence in the community.	
c. Identify and develop media outlets including newspapers and appropriate print media to use for marketing SN pilot program.	

TASK 3	Work with Nutrition Specialist to implement an effective, Strength in Numbers Nutrition Program with all Ambassadors
Responsibility	<ol style="list-style-type: none"> 1. Develop SN ambassador policies, procedures and manual that to be used by other organizations. 2. Create a SN ambassador check-in/follow-up system to ensure all 24-ambassador complete 4 months of SN programming with their group members. <ol style="list-style-type: none"> a. Coordinate SN’s ambassador orientation and leader training workshops b. Plan an end of program SN ambassador graduation event

Minimum Qualifications Required

- Some college is required.
- Demonstrated ability to communicate verbally and in writing throughout all levels of an organization, both internally and externally.
- Proficient in use of Microsoft Office applications.
- Proficient in social media use.
- Ability to work in a team environment as well as independently.
- Demonstrate time management and organizational skills.

To apply, email your resume, and cover letter to kaumel@missouri.edu or mail to Att: Dr. Lydia Kaume 1600 NE Coronado Dr. Blue Springs, MO 64014