WSU VISTA Fellow - Van Go Inc. Job-Training Program Support

Organization: Van Go, Inc.
Organizational Mission: To improve the lives of high-needs youth using art as the vehicle for self-expression, self-confidence, and hope for the future.

Position: Job-Training Program Support VISTA
Location: Van Go, Inc. PO Box 153, Lawrence, KS 66044

Summary of Position
This position will organize and facilitate volunteer services and nutrition education for 109 high-needs youth ages 14-21. This VISTA will work with Van Go staff, community partners, and volunteers to support Van Go’s job-training programming, specifically in relation to life-skills and nutrition education. In addition, this position will focus on program outcomes to ensure the efficiency and effectiveness of the educational tools.

Primary Responsibilities

Indirect Service
- Create job readiness systems to help all Van Go teens secure employment and educational support (i.e. recruit volunteers to help with resume/cover letter assistance, portfolio development, job seeking/application support, interview skill preparation, academic/CASAS tutoring, tutoring volunteer management)
- Implement the My Next Move career assessment and process the results.
- Recruit, train, supervise and coordinate volunteers for Van Go programs, including regular communication/feedback with KU Faculty regarding art interns, transportation coordination and filling in on their assigned duties when needed.
- Assist in identifying participants’ transition needs and goals, and communicate/confer with Program Staff any information related to these identified areas of need or behavioral concerns.

Administrative Support
- Assist with ongoing Van Go programming duties, including assisting with youth hiring procedures, employee recognition/birthdays, and pre-session/session end materials preparation, and coordinating session end celebration lunches/unveiling meals.
- Assist with coordinating youth programming in Van Go’s health literacy and promotion initiative, “Go Healthy”, including planning/preparing healthy snacks and healthy eating information; assisting with scheduling “Go Healthy” speakers/presentations (weekly during school year, daily during the summer); assisting with “Go Healthy” Summer Lunch Program; developing collaborative activities with other agencies around “Go Healthy” programming to increase health literacy efforts; and preparing/disseminating health literacy materials.
- Providing ongoing volunteer program administration duties, including background checks, time tracking, reference letters, volunteer appreciation/recognition, and developing additional training/support materials.
- Assist with youth recruitment efforts and WIOA enrollment procedures (approx. 4-5 hrs/week during recruitment/enrollment periods), including becoming certified to administer and coordinating CASAS assessments.
- Assist Program Staff with WIOA reporting requirements, including providing required follow-up services on all enrolled youth participants. (approx. 2-3 hrs./week)
- Attend regular program meetings and provide progress reports, as necessary, to ensure consistent communication and efficiency in program service delivery.
- All other duties as assigned by the Director of Programs and the Executive Director.

Preferred Qualifications
1. Strong volunteer record.
2. Strong interpersonal, verbal, and written communication skills.
3. Ability to adapt and predict organization needs.
4. Minimum 4 year degree, i.e. BA, BGS, etc.
5. Proficient in common computer skills

Contact:
For more information about this position, please contact:
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