

## **Aurora**

**Hesed House** [www.hesedhouse.org](http://www.hesedhouse.org)

4 VISTAs – Training Starts in June (2) or July (2)

Hesed House is a comprehensive homeless resource center that works to provide the basic essentials, and beyond, for homeless families and individuals.

**Summary of Primary Job Functions:** The VISTA Volunteer Recruitment Associates will primarily focus on coordinating volunteer recruitment and communication. They will also work on the training and retention of volunteers.

### **Duties and Responsibilities**

- Develop and implement a volunteer recruitment plan for Hesed House that can later be self-sustaining.
- Develop program that uses current volunteers in an efficient manner.
- Work with staff to assess the needs of Hesed House, create volunteer program and recruit and train volunteers.
- Management with other staff members of the current (6,000+) volunteers.
- Produce a manual for volunteers
- “light” case management.

### **Qualifications:**

- Bachelor’s Degree preferred.
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to work flexible hours.