**NEWCAP, Inc.**

**1201 Main Street**

**Oconto, WI 54153**

# POSITION DESCRIPTION

JOB TITLE: Life Skills Coordinator VISTA

SUPERVISOR: Project Recovery Team Leader

CLASSIFICATION: Volunteer VISTA

HOURS: Monday – Thursday 8am-5:00pm

WORKSITE: Green Bay

WAGE & COMPENSATION: AmeriCorps VISTA Program Stipend

**POSITION PURPOSE**:

Newcap’s community health department has recently expanded to support mental health and life skills development. The Life Skills Coordinator VISTA will lead a team of Newcap’s Crisis Counselors to create a robust curriculum of classes utilizing the whole family approach model, which will help clients become self-sufficient in the areas of job seeking and work-related skills, household management skills and formal education completion and advancement.

**SUMMARY**:

* Research the life skills needs of the homeless and at-risk community.
* Design a life skills curriculum by leading a team of crisis counselors to develop programming.
* Assess, design and implement the appropriate infrastructure needed to plan, advertise, register clients, deliver and assess the impact of the life skills programming.
* Outreach on behalf of Newcap and the life skills programming to encourage registration and referrals.

**AGENCY EXPECTATIONS**:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Communicate regularly with the Project Recovery Team Leader and VISTA Project Director, and leadership team.
5. Demonstrate flexible, efficient time management and ability to prioritize workload.
6. Flexibility to accommodate client and organizational needs.
7. Meet productivity standards.

**GENERAL RESPONSIBILITIES**:

Life Skills Program Development

* Assess the community needs for life skills programming and submit a proposal of recommended programming.
* Assess and develop the internal infrastructure needed to develop, staff, host life skills classes, including client registration.
* Write program funding proposals, grants and submit all required reports.
* Lead a team of Crisis Counselors in the development of the Life Skills Classes
* Develop assessment tools to gage the success of the life skills programming.

Life Skills Program Implementation:

* Create a marketing plan to promote the life skills classes.
* Recruit and manage the guest and volunteer presenters.
* Track all volunteers and participants in the Captain database.
* Document the program in detail
* Create quarterly reports for Leadership
* Work with facilitators to collect client success stories.

Marketing and Community Relations

* Cultivate relationships with area Economic Development Centers, WEDC, SBA, WWBIC, and other area business support service providers.
* Network throughout Newcap’s service area to expand awareness for Newcap’s life skills programming, partner with area businesses and non-profits to support expanded service delivery and onboard new clients.
* Maintain knowledge of all Newcap programs and related community programs and services.

Other:

* Other duties as needed for project completion.

**SKILLS & BEHAVIORS**

* Reliable, dependable, prompt, organized, and work well with minimal supervision.
* Pleasant, professional, and courteous demeanor.
* Follow standard office and remote work procedures.
* Sensitive to people’s needs.
* Maintain complete confidentiality in all NEWCAP business-related matters.
* Show respect and treat all people with dignity.
* Flexible and able to adapt to different situations.
* Multitask, organize, and prioritize effectively.
* Maintain complete confidentiality in all NEWCAP business-related matters.
* Easily learns and adapts quicky to new technology.
* Excellent communication skills in written, phone, online and verbal communication.
* Demonstrates leadership to gain and maintain credibility, trust, and respect of all employees
* Comfortable being in photos and engaging virtually through webcam.

**EDUCATION AND EXPERIENCE REQUIREMENTS**:

* Bachelor’s degree or working toward a bachelor’s degree in social work, psychology, or related field
* Passion for helping others.
* Experience working in teams and leading teams of volunteers.
* Leadership experience
* Competency in Microsoft applications including Word, Excel, and Outlook.
* Understands fundamentals of project management.

**WORKING CONDITIONS:**

* Long periods sitting and working at a computer is required.
* Travel within Newcap’s service area is required about 25% of the time.
* Travel out of Newcap’s service area is required a few times a year.
* Occasional overnight and evening hours required.
* Frequent handling and fingering, reading, working with information, standing, walking. Occasional lifting to 25 pounds.

**MACHINES, TOOLS, EQUIPMENT:**

Computer, cell phone, multi-function printer, shredder, vehicle.

**OTHER DUTIES:**

Please note: this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this role. Duties, responsibilities, and activities may change at any time with or without notice.

**SPECIAL REQUIREMENTS:**

* Must possess a valid driver’s license.
* Must pass a criminal background check.

**PHYSICAL DEMANDS:**

Employee must be able to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

By signing this job description, I acknowledge that I have read and understand my job duties, acknowledge NEWCAP is an at-will employer, and understand that signing this job description is not an expressed or implied contract for employment.

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Employee Signature

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Date

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HR Signature