



VISTA Position Description

Volunteer Specialist



Organization: Saving KidSight

Organizational Mission:

KidSight's Mission is to prevent vision conditions and promote healthy vision in children. At KidSight, our goal is simple: to provide free vision screenings and comprehensive follow-up for every child under 6-years-old in Missouri. Our KidSight Mobile Vision Screening program goes out to preschools, daycare centers, Head Start sites, and community events across the state. KidSight's wraparound service follows-up with families of referred children to ensure that appropriate treatment is received, with a focus on underserved families.

Location: Saving Sight Offices, 10560 N Ambassador Dr., Kansas City, MO 64106

Summary of Position

The VISTA Volunteer Specialist will build the capacity of KidSight by developing the volunteer recruitment and training program. The Volunteer Specialist will learn all aspects of KidSight's volunteer program in order to make the program more effective, but will focus on volunteer training, recruitment, and communications. The VISTA Volunteer Specialist will become a certified KidSight screener in order to train volunteer screeners.

Primary Responsibilities

- Facilitate all volunteer training, including orientation sessions, screener content training and field training.
- Become a KidSight certified vision screener and conduct screenings throughout the state while field training volunteers
- Project manage at least two (2) teams of volunteer screeners through the recruitment and training process.
- Improve volunteer training and recruitment processes to increase KidSight's efficiency.
- Coordinate KidSight's Volunteer Liaison Program, which is an outreach and speaker's bureau made up of volunteers.
- Develop KidSight's volunteer communications plan and strategies in coordination with the overall communications strategy.
- Create all volunteer communication content. This includes various media: e-newsletters, social media, volunteer meetings, website, etc.
- Work with the VISTA Outreach Specialist to coordinate outreach and volunteer recruitment efforts.
- Work with the VISTA Fundraising Specialist to coordinate outreach and fundraising efforts

Preferred Qualifications

KidSight is looking for individuals who excel at working independently and in a team, who are able to adjust to changes quickly and with grace, who have a positive stakeholder orientation, and who can sustain attention to detail.

Specific qualifications include:

- Excellent interpersonal, written, verbal, and phone communication skills required. Public speaking experience a plus.
- Strong organizational skills, problem-solving abilities and attention to detail.
- Bachelor's degree or equivalent combination of education and experience is important.
- Marketing, communications, social work, public administration, nonprofit, early education, or vision health care experience/education a plus.
- Ability to quickly learn new technologies, software, and applications; including Microsoft operating systems, Microsoft office, general database and web-based applications.
- Able to work a flexible schedule. Some weekends and evenings required.
- Employee must have valid driver's license, personal vehicle, and acceptable driving record as determined by the organization.

Contact:

For more information about this position, please contact:

Katherine Patterson-Paronto, Executive Director

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573-777-8554