Dunn County Cooperative Extension
AmeriCorps*VISTA Summer Associate

Program Overview:
AmeriCorps*VISTA’s mission is to create and expand programs that ultimately help bring low-income people and communities out of poverty. The Dunn County AmeriCorps*VISTA will assist in the development of an afterschool program. In addition, our AmeriCorps*Vista would work to develop a comprehensive food preservation series to promote increased consumption of nutritious foods.

Position Responsibilities:
- Curriculum and resource development, targeting food preservation
- Volunteer recruitment and retention
- Ongoing support for individuals interested in food preservation
- Assist in the creation of curriculum, training manuals, and programs to support the development of after-school outreach programming
- Collaborate with staff to implement outcomes
- Research and gather information on best practice and implementation procedures
- Conduct program evaluations and communicate value to stakeholders in multiple methods, as appropriate
- Prepare and deliver reports to the county Extension Education Committee, County Board of Supervisors, and other community stakeholders as requested by the Dunn County UW-Extension department heads
- Participate in VISTA orientation and professional development, and additional in-service training as needed

Required Qualifications:
- Minimum age 18
- Excellent organizational skills including the ability to coordinate program details and organize workloads
- Competence working with Microsoft Office programs and the internet
- Ability to work in a context of individual and cultural differences
- Ability to schedule evening and weekend work as a regular part of position duties
- Transportation adequate to fulfill positions responsibilities
- Ability to communicate ideas effectively verbally, in writing, and through educational technology to both youth and adults
- Commitment to a team work environment
**Preferred Qualifications:**
- Some higher education or a college degree
- Volunteer or paid experience working with people from culturally diverse groups
- Experience in partnership development and program development
- Experience in program marketing
- Experience in food preservation

**Direct Supervisor:**
Kristen Bruder, Dunn Family Living Educator
University of Wisconsin-Extension
Kristen.bruder@ces.uwex.edu
715-232-1636

**Office Location:**
Dunn County Government Center, 800 Wilson Ave, Room 330, Menomonie, Wisconsin 54751

**Dates of Service:**
Tentative service dates are June 21, 2012 to August 15, 2012 (Dates are subject to change one or two days from these dates. Date for pre-service orientation is TBD and will begin the VISTA service.)

**Remuneration:**
- The AmeriCorps*VISTA is a volunteer position. The volunteer will receive a living stipend of $892 per month. Direct deposit of stipend into member’s bank account is required
- If service is successfully completed, the volunteer will receive either a $1,174 Education Award or a $250 monetary award
- Travel and approved job-related expense reimbursement
- Professional development opportunities

**To Apply:**
Applications are accepted on-line. Go to [www.americorps.gov/vista](http://www.americorps.gov/vista) where you will be asked to create a “My AmeriCorps” account and you will be able to complete an on-line application. Apply to the position titled: “2012 Summer Dunn County Afterschool and Food Preservation”