

# VISTA Bridges Team Member

## SERVICE POSITION DESCRIPTION



**Are you interested in making a difference in the community?  
Are you able to commit yourself to a year of service helping others?  
Then, we have the right opportunity for you!**

The United Way of Greenville County in Upstate South Carolina is looking for 10 high-impact, results-driven, service-oriented, and passionate candidates. Join our dynamic team and serve with an internationally leading organization like United Way. Help build the framework for a new program that will improve our ability as a community to reach low income individuals, leading them into the Cycle of Success.

Bridges team members will serve **full-time** from **late July 2019 through July 2020**. There is a variety of **positions available** in Greenville County, SC. Candidates are matched with a host agency during the interview process.

## Essential Functions

As a VISTA Bridges member, you will collect data for communication to the public, donors, governments, and key stakeholders. Team members will be expected to learn and understand the overall workings of the VISTA Bridges program. You will also help build the capacity of other nonprofits to increase their ability to serve the community of Greenville County. This will be accomplished through a variation of the following activities:

- **Grant Writing**
- **Volunteer Recruitment and Training**
- **Research and Data management**
- **Marketing and Communications**
- **Sustainability Planning**
- **Networking**
- **Process and Procedure Development**

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

## Benefits of Service

VISTA Members are eligible for a **\$12,227 living stipend** (annual), **health coverage**, **child care benefits**, and federal **student loan forbearance** during their term. Upon successful completion of a service term, VISTAs are eligible for **payment of accrued interest** on eligible federal loans, and a **\$6,050 education award** toward continued education or student loan repayment. Members are provided with **mileage reimbursement**, robust **professional development training**, and a multitude of **skill-building opportunities**. Upon successful completion, VISTA Members receive one year of **non-competitive eligibility** when applying for a federal government job.

## Additional Required Expectations

- Serve **full-time** for one year (up to 4 terms)
- Be able to use a computer and MS Office applications
- Attend 2-week orientation and PSO
- Attend all Leadership Development trainings
- Participate in required National Days of Service
- Pass a criminal history check
- Submit timesheets weekly
- Turn in monthly progress reports
- Create and/or maintain sustainability plan for position
- Have a 2- or 4-year college degree or equivalent experience

## How to Apply

*Our application opens in the spring of each year and stays open until all positions are filled or for one month after orientation, whichever occurs first. If our application is not currently open, send your application to our Program Coordinator at [ablakely@unitedwaygc.org](mailto:ablakely@unitedwaygc.org).*

- 1) When the application is live, **create** an account on the nationwide MyAmeriCorps portal: <https://my.americorps.gov/>
- 2) **Complete and save** a general team member application
- 3) **Submit** your completed application to our specific listing (VISTA Bridges) here: [my.americorps.gov/mp/listing/viewListing.do?id=65754](https://my.americorps.gov/mp/listing/viewListing.do?id=65754)

*For technical assistance, reach out to the National Service Hotline at 1-800-942-2677.*



**To learn more about our program and find answers to FAQs,**  
visit our website [americorpsupstate.org](http://americorpsupstate.org) or reach out to staff at [americorpsupstate@unitedwaygc.org](mailto:americorpsupstate@unitedwaygc.org).