**Service Opportunity**

Minnesota Literacy Council Summer Reads

Information below will be seen by candidates when they apply for your VISTA position through the AmeriCorps website. In order to attract qualified candidates, please treat this as you would a job description, creating an appealing Service Opportunity for potential candidates to view. Character limit includes spaces. Use block formatting, no bullets. Email document to the literacy council by **March 1**.

**Project Name (60 character limit)** *Format is “Summer Reads – Organization (Town/City if not in name of organization)”*

Click here to enter text.

**Contact info for recruitment** *(Site supervisor)*

**Supervisor Name:** Click here to enter text.

**Site Address:** Click here to enter text.

**Site City:** Click here to enter text.

**Site State:** MN

**Site Zip (9 digit zip code – include ZIP extension):** Click here to enter text.

**Supervisor Phone:** Click here to enter text.

**Supervisor Email:** Click here to enter text.

**Organization Website:** Click here to enter text.

**Catchy two-liner (200 characters or less)** – This is t*he first thing candidates see when searching for positions, so include a hook to get candidates interested. Be creative!*

Click here to enter text.

**Two-sentence description for Minnesota Literacy Council** – *This description will be placed on our flyers and website. The format should be one sentence on the program and one sentence on the VISTA duties.*

Click here to enter text.

**Program description (2000 characters or less):**– *Describe your organization and the program the VISTAs will serve in, but not specific VISTA duties. Highlight the need, how the VISTAs will make a difference through their service, what skills they will gain or develop, and why they should want to serve with your organization. What is unique or interesting about your organization/program? Your community? What can you offer a VISTA regarding their service experience, or professional or personal development opportunities? If there are specific skills or experiences you would like applicants to have, include them here. Be creative!*

Click here to enter text.

**What will your VISTA member do?** **(1000 characters, including spaces)** – *Include member duties. Will your VISTA members work with the same group(s) of students throughout the program, or is your program more of a drop-in center with open enrollment? How do/will Summer Reads VISTAs support the goals of your summer program? What responsibilities or activities will VISTA members be expected to perform?* *The line below about the literacy council cohort must be included at the end of this section*)

Click here to enter text.

\*[#] positions available. Positions are part of the MN Literacy Council Summer Reads cohort. Applications reviewed on rolling basis through April 28 [www.mnliteracy.org/americorps-vista](http://www.mnliteracy.org/americorps-vista)

**Car -** *unnecessary or recommended?*

Choose an item.

**Desired Education Level –** *will be listed as “less than high school” unless otherwise specified*

Choose an item.

**Member skills** – *What skills would you like candidates to possess? Select as many skills as reasonably apply. Note that applicants can search for positions by skill.*

[ ]  Counseling

[ ]  Architectural Planning

[ ]  Business/Entrepreneur

[ ]  Communications

[ ]  Community Organizing

[ ]  Computers/Technology

[ ]  Conflict Resolution

[ ]  Education

[ ]  Fine Arts/Crafts

[ ]  First Aid

[ ]  Fundraising/Grant writing

[ ]  Law

[ ]  Leadership

[ ]  Medicine

[ ]  Public Health

[ ]  Public Speaking

[ ]  Recruitment

[ ]  Teaching/tutoring

[ ]  Trade/construction

[ ]  Writing/editing

[ ]  Youth development

[ ]  General skills

[ ]  Environment

[ ]  Nonprofit management

[ ]  Social services

[ ]  Urban planning

[ ]  Disaster services

[ ]  Veterans

[ ]  Team work

**Language Requirement?** *specify preferred versus required*

Click here to enter text.