

VISTA Assignment Description (VAD)

Title: Literacy Coordinator VISTA
Sponsoring Organization: United Way of the Piedmont Project Name: VISTAs in the Piedmont Project Number: Project Period: 07/08/2019– 07/06/2020
Site Name (if applicable): Union County Carnegie Library
Focus Area(s) Primary: Economic Opportunity Secondary:
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

VISTA Assignment Objectives and Member Activities

Goal of the Project: To develop and implement a coordinated, county-wide and multi-agency effort focused on improving early childhood and family literacy, in order to create a strong foundation for life-long academic success.

Objective of the Assignment (07/08/2019-12/15/2019)

Increase access to and awareness of childcare resources in Union

Member Activities:

1. Conduct a needs and resources assessment for early childhood education, including childcare resources, in coordination with Union County First Steps
 - a. Visit childcare sites
 - b. Accompany First Steps staff on home visits
 - c. Identify and build relationships with childcare providers
 - d. Survey local workforce to identify childcare needs
 - e. Attend First Steps board meetings to provide project updates
2. Compile assessment results into a report, including list of priority needs and an action plan for addressing needs
 - a. Identify and pursue potential funding sources to address needs

Objective of the Assignment (07/08/2019-07/07/2020)

Develop literacy council focused on improving literacy rates in Union.

Member Activities:

1. Identify and build a network of key community partners, including volunteers
2. Develop and implement a sustainable framework for the literacy council, including mission, vision, and strategic plan
 - a. Identify community projects or initiatives to be executed by literacy council
 - i. Identify program sites in coordination with community partners
 - ii. Identify and secure program-specific funding and additional funding for resources to support literacy efforts
 - iii. Train and coordinate necessary staff and volunteers
 - iv. Promote program and recruit participants
 - b. Evaluate effectiveness of program

- i. Use previous assessment tool to determine progress made by participants
- ii. Prepare quarterly progress reports
- iii. Propose changes to the program based on evaluation
- c. Create sustainability plan for literacy council
 - i. Identify and secure funding to continue initiatives
 - ii. Create a timeline with action steps for council
 - iii. Create a guide and train necessary staff or volunteers

Objective of the Assignment (07/08/2019-07/07/2020)

Expand available resources for literacy education.

Member Activities:

1. Compile a user-friendly list of currently available literacy resources
 - a. Use previously created guides to identify literacy tools
 - b. Expand list of literacy tools and resources
2. Identify gaps in literacy resources
3. Identify and secure funding for additional literacy resources
4. Add new literacy resources to the library collection
 - a. Create order lists
 - b. Receive items
 - c. Process items to make them accessible to the community
5. Promote new literacy resources to the community

Objective of the Assignment (07/23/2018– 07/19/2019)

VISTAs will spend 10% of their service participating in a supplemental project designed to foster collaboration and problem-solving for (a) community-wide issue(s). The VISTA team will gather one half-day each week to share different perspectives and experiences gained through their work on-site and work together on (a) project(s).