

# VISTA Assignment Description (VAD) Template

**Title:** Engagement and Fundraising VISTA

**Sponsoring Organization:** GoForth Recovery

**Project Name:** VISTAs in the Piedmont

**Project Number:** 20VSSSC001

**Project Period:** 08/17/2020 – 08/16/2021

**Site Name:** GoForth Recovery

**Focus Area(s):** Access to Care

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The VISTA will build the capacity and efficiency of GoForth Recovery to provide substance use recovery treatment to homeless and near-homeless men. The VISTA will increase the available resources through grant writing and improve processes such as intake, volunteer management, and partnership development.

### Objective of the Assignment (08/17/2020 – 08/16/2021)

Improve the efficiency of the referral and intake process.

#### Member Activities:

1. Observe and evaluate the current intake process
2. Make recommendations to increase the efficiency
3. Implement approved recommendations
4. Develop a process guide or in-person training to ensure sustainability of new system
5. Assess current referral partnerships and identify areas for improvement or enhancement
6. In consultation with supervisor, implement proposed improvements and/or develop new partnerships

### Objective of the Assignment (08/17/2020 – 08/16/2021)

Communicate a compelling story of GoForth Recovery's work

#### Member Activities:

1. Become familiar with GoForth Recovery's model, work, and data
2. Craft several compelling stories or pitches to communicate with the public
3. In consultation with supervisor, utilize stories for marketing and fundraising purposes

### Objective of the Assignment (08/17/2020 – 08/16/2021)

Increase the effectiveness of volunteer recruitment and management

#### Member Activities:

1. Shadow current volunteers to learn about existing positions
2. Design data collection measures to learn about volunteers' satisfaction and suggestions
3. Interview staff to determine if additional volunteer opportunities exist and, if so, create appropriate position descriptions and trainings

4. Utilizing compelling stories, conduct online and in-person recruitment
5. Evaluate ongoing communications with volunteers and identify areas for improvement or enhancement
6. In consultation with supervisor, implement enhancements
7. Using existing data collection tools or creating a new one, evaluate volunteer satisfaction with changes

**Objective of the Assignment** (08/17/2020 – 08/16/2021)

Increase financial resources available through grant writing

**Member Activities:**

1. Research grant opportunities
2. Create a database of relevant grants, including deadlines, requirements, and potential award amounts
3. Consult with supervisor to determine which grants to complete
4. Write grants, utilizing best practices and consistent messaging
5. Track feedback and/or awards in database, including notes to increase funding chances for the future

**Objective of the Assignment** (08/17/2020 – 08/16/2020)

Expand existing Life Skills curriculum

**Member Activities:**

1. Review existing curriculum
2. Interview staff and residents to determine if additional topics are needed
3. Review interview results with supervisor and determine which topics to add
4. Research skills and create lesson plans
5. Provide training to staff, volunteers, or AmeriCorps State/National members to implement new topic lessons

**Objective of the Assignment** (08/17/2020 – 08/16/2020)

Complete VISTA Community Project

**Member Activities:**

1. VISTA will spend 10% of his/her service participating in a supplemental project designed to foster collaboration and problem-solving for (a) community-wide issue(s).
2. The VISTA team will gather one half-day every other week to share different perspectives and experiences gained through their work on-site and work together on (a) project(s).
3. Participate in professional development offered by United Way of the Piedmont as appropriate for role.