

VISTA Assignment Description (VAD) Template

Title: Program & engagement Coordinator VISTA

Sponsoring Organization: United Way of the Piedmont

Project Name: AmeriCorps VISTAs in the Piedmont

Project Number:

Project Period: 08/09/2021 – 08/08/2022

Site Name: Big Brothers Big Sisters of the Upstate

Focus Area(s)

UWP will complete this for you.

VISTA Assignment Objectives and Member Activities

Goal of the Project:

Big Brothers Big Sisters of the Upstate exists to improve young people academically, socially, and emotionally by focusing on education, prevention of high-risk behaviors and teaching life skills. The VISTA will help support this mission by helping to build and increase service capacity and helping to make quality improvements to provide enhanced services of the youth served and their families.

Objective of the Assignment (**DATES: 08/09/2021-08/08/2022**)

Describe Objective: Enhance existing volunteer recruitment system, enabling organization to meet mentor recruitment goals and expand community awareness.

Member Activities:

1. Complete BBBS trainings to better understand how our service delivery model works.
2. Create a list of potential volunteer sources/new potential partnerships with goals of recruiting 50 mentors.
3. Coordinate with staff to gather information for regularly updating social media, website as needed to share need and criteria for volunteer recruitment.
4. Expand organizational ability to attend volunteer recruitment fairs, coordinating scheduling with staff to achieve maximum exposure.
5. Update and create new recruitment materials to target areas of biggest need for recruitment (primarily male mentors)

Objective of the Assignment (**DATES: 08/09/2021-08/08/2022**)

Describe Objective: Create a resource guide to increase knowledge of other available community resource for families, specifically resources to increase financial literacy, mental health, and the prevention and treatment of substance abuse use.

Member Activities:

1. Review list of current agencies we often partner with to meet client/family needs.
2. Research local service providers and learn what they do and the best way to get enrolled in services.
3. Create a resource guide listing local agencies and services they provide (focus on financial literacy, mental health, and substance abuse)
4. Provide list of agencies and steps of enrollment to caregivers of children we enroll.
5. Ensure list is active and up to date by conducting quarterly data reviews.

Objective of the Assignment (DATES: 08/09/2021-08/08/2022)

Describe Objective: Increase efficiency of existing fundraising efforts, raising more funds with existing resources.

Member Activities:

1. Contact and secure new sponsors for Annual Spring Event
2. Identify ways to communicate with participants to keep them in engaged and connected to the event whether it will be virtual or in-person.
3. Meet regular with Advisory Council with up-to-date information concerning fundraiser events.
4. Assist with day of event details and communicate any new ideas to improve event.
5. Research and discuss other examples and ideas for fundraising with director.

Objective of the Assignment (DATES: 08/09/2021-08/08/2022)

Describe Objective: Promote mental health advocacy/education in an effort to eliminate the stigmatization of people suffering with mental illness, especially youth.

Member Activities:

1. Develop a quick resource for clients to support/seek help concerning mental health.
2. Develop a speakers / educational series related to a mental health speaker or mental health workshop for our youth.
3. Collaborate with other mental health agencies for programming and support services.
4. Research and develop a guide on how to optimize and maintain good mental health.
5. Research and develop a guide on mental disorders and their treatments.

Objective of the Assignment (08/09/2021-08/08/2022)

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).