

# VISTA Assignment Description (VAD)

**Title: Volunteer Engagement Coordinator**

**Sponsoring Organization:** United Way of the Piedmont

**Project Name:** VISTAS in the Piedmont

**Project Number:**

**Project Period: (08/04/2017 – 08/03/2018)**

**Site Name (if applicable):** Christmas In Action-Spartanburg

**Focus Area(s)**

**Primary:** Economic Opportunity

**Secondary:**

**Note:**

*If your VAD is not accepted, the State Office will note the reason(s) why here.*

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To improve the services offered to elderly, disabled, and otherwise disadvantaged homeowners to ensure their continued safety and independence. The VISTA will develop a Veterans Program, cultivate volunteerism, and provide support for a housing priority program offered by the City of Spartanburg.

### **Objective of the Assignment (08/04/2017 – 08/03/2018)**

Create a program will helps fast-track veteran homes to reduce the 5% of the veterans on the Christmas In Action waiting list.

#### **Member Activities:**

1. Identify and recruit talented volunteer groups to complete veteran home repair projects.
2. Create and implement more effective system for home repair improvements
  - a. Identify repair projects.
  - b. Develop a system to secure permits (if needed), order and deliver project materials
3. Recruit and ensure volunteer teams complete project as outlined in the grant.

### **Objective of the Assignment (08/04/2017 – 08/03/2018)**

Create database of skilled workers for Priority Housing Program

#### **Member Activities:**

1. Identify and recruit contractors for future home repair projects.
2. Create and implement more effective system for home repair improvement
  - a. Develop a system to secure permits (if needed), order and deliver project materials.

### **Objective of the Assignment (08/04/2017 – 08/03/2018)**

Create a more effective program of recruiting and retaining volunteer groups for future ReBuild projects.

#### **Member Activities:**

1. Create a packet to educate potential volunteer on the opportunities at Christmas In Action.
2. Improve the current database system to match volunteer groups' talent with the correct homeowner's punch list.
3. Develop volunteer appreciation strategy to recruit and retain Team Captains for ReBuild Day events

4. Develop a robust Volunteer Appreciation Plan for all volunteers upon completion of their Rebuild Day project.
5. Expand November Thank-A-Thon blitz to thank volunteers and donors for their support of Christmas In Action.

**Objective of the Assignment (08/04/2017 – 08/03/2018)**

Assist in launching Monster Dash fundraiser.

**Member Activities:**

1. Assist the Resource Development committee and Monster Dash in the overall event planning for the fundraiser.
2. Engage sponsors and donors to participate in the event.
3. Create marketing plan to publicize event via social media and other applicable outlets.

**Objective of the Assignment (08/04/2017 – 08/03/2018)**

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).