

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: 07/08/2019 – 07/06/2020
Site Name (if applicable): Christmas In Action-Spartanburg
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 improve the services offered to elderly, disabled and otherwise disadvantaged homeowners to ensure their continued safety and independence. The VISTA will help to develop and maintain a Veterans Program, cultivate volunteerism, and provide support for a housing priority program offered by the City of Spartanburg.

Objective of the Assignment (07/08/2019 – 07/06/2020)

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.
 - a. Compile team contact information.
 - b. Compile skill(s) and type of projects that can be accomplished by each team.
 - c. Match teams with appropriate projects.

Objective of the Assignment (07/08/2019 – 07/06/2020)

Create database of skilled workers for Priority Housing Program

Member Activities:

1. Identify and recruit contractors for future home repair projects.
2. Work with repair project supervisor and staff to assign appropriate projects with contractors.
3. Maintain a database of projects selected and completed through the Priority Program.
 - a. Update projects as needed.
 - b. Secure and compile all necessary forms for reports including invoices, Community Development Block Grant beneficiary forms and computerized inspection reports.

Objective of the Assignment (07/08/2019 – 07/06/2020)

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

Member Activities:

1. Develop a strategy to recruit volunteer teams
 - a. Create a packet to educate potential volunteer on the opportunities at Christmas In Action.
 - b. Establish marketing and other methods to locate and recruit volunteer teams.
2. Improve the current database system to match volunteer groups' talent with the correct homeowner's punch list.
3. Develop volunteer appreciation strategy to retain Team Captains and volunteer teams for ReBuild Day events
4. Develop a robust Volunteer Appreciation Plan for all volunteers upon completion of their ReBuild events.
5. Work with staff to document projects and present to volunteer teams.

Objective of the Assignment (07/08/2019 – 07/06/2020)

Assist with Monster Dash and Rockin' in the Barn fundraisers.

Member Activities:

1. Assist the Resource Development committee and the fundraisers in the overall event planning for the fundraisers
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 (07/08/2019 – 07/06/2020)

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).