

VISTA Assignment Description (VAD) Template

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| Title: Community Engagement Specialist |
| Sponsoring Organization: United Way of the Piedmont Project Name: VISTAs in the Piedmont Project Number: Project Period: 07/20/2018 – 07/19/2019 |
| Site Name (if applicable): |
| Focus Area(s) Primary: Healthy Futures 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: The VISTA will build capacity for Hope Center for Children (HCFC) by focusing on outreach and increasing community engagement. The project will increase awareness of HCFC and the issues of child abuse and neglect through events, community engagement, and marketing. An additional focus will be on gathering and recording historical information to honor those involved in our history and to retain, build or re-establish these relationships.

Objective of the Assignment (07/20/2018 – 07/19/2019)

Expand volunteer relations program to increase volunteer satisfaction, volunteer retention and volunteer giving.

Member Activities:

1. Survey current active volunteers to assess satisfaction with volunteer and training opportunities and satisfaction with overall volunteer experiences.
 - a. Create an online survey and disseminate to current volunteers.
 - b. Quantify and analyze results to identify areas of strength and opportunities for growth.
 - c. Implement the online survey for ongoing use with new volunteers.
2. Identify new methods and avenues for volunteer appreciation.
 - a. Identify and become familiar with current practices such as birthday recognition.
 - b. Assist with planning and attend volunteer appreciation events such as Thanks4Giving.
 - c. Survey volunteers for their input.
3. Identify best practices for volunteer appreciation.
 - a. Conduct research online to identify new ideas and new avenues for volunteer recognition and appreciation activities.
4. Implement at least one new action targeted at volunteer appreciation.
5. Create a guide dedicated to volunteer appreciation and recognition activities, including estimated costs.

Objective of the Assignment (07/20/2018 – 07/19/2019)

Create an archive of historical documents and publicity covering the forty-three years since the establishment of HCFCs two founding organizations, Children Shelter of the Upstate and the Ellen

Member Activities:

1. Conduct personal interviews
 - a. Preserve conversations, through audio and/or video recording
 - b. Transcribe a written record of conversation for HCFC history
2. Identify key individuals, corporations, etc., who were instrumental throughout HCFCs history.
 - a. Catalog key individuals, corporations, etc., and enter this information into the donor database.
3. Research archives and local press coverage
 - a. Utilize services, equipment, and staff at the local library to locate sources.
 - b. Save articles into digital and print formats.

Objective of the Assignment (07/20/2018 – 07/19/2019)

Establish a mentorship program for youth in HCFC prevention programs and for young adults in the Transitional Living Program.

Member Activities:

1. Identify needs of HCFC clients in the specified programs.
 - a. Interview staff and clients to identify needs.
2. Identify best practices and policies of mentorship programs.
 - a. Research established mentorship programs, training curriculum etc.
 - b. Meet with staff from established mentorship programs, such as Big Brothers Big Sisters.
3. Draft plan and outline for HCFC mentorship program.
 - a. Write implementation calendar.
 - b. Draft policy and procedure guide for implementation of mentorship program.
4. Identify prospective mentors
 - a. Goal of having 1 or 2 mentors by July 2019

Objective of the Assignment (07/20/2018 – 07/19/2019)

Build social media pages and network for marketing Triple P program

Member Activities:

1. Develop social media pages (Facebook, Instagram and Twitter) for Triple P
 - a. Seek followers and likes to reach the 2,000 mark
2. Work with program leadership to develop written marketing materials
 - a. Brochures, pamphlets, class materials etc.

Objective of the Assignment (07/20/2018 – 07/19/2019)

Increase community engagement with Hope Center for Children.

Member Activities:

1. Assist with community outreach by representing HCFC at community involvement fairs.
 - a. Recruit potential volunteers.
2. Coordinate Volunteer Orientation.
 - a. Conduct training.
 - b. Input volunteer data into donor management system.
 - c. Track and record volunteer demographics.
 - d. Train staff on tracking and recording procedures.
 - e. If possible, identify and train a volunteer for these duties.

3. Assist with coordination and supervision of volunteer service projects and group activities performed by outside groups on the HCFC campus.
4. Coordinate special volunteer opportunities
 - a. Connect volunteers with special event needs (birthday sponsors, birthday box etc)
 - b. Build capacity of the New Resident Welcome program.

Objective of the Assignment (07/20/2018 – 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).