

VISTA Assignment Description (VAD)

Title: Safety Net Services Coordinator
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): Middle Tyger Community Center
Focus Area(s) Primary: Economic Opportunity Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Restructure food pantry and other services of District Five Family Ministries to enhance collaboration and volunteer engagement, increase the number of individuals served, align safety net services with other long-term services, and improve efficiency of services.

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

Transition safety net services from staff-run to volunteer-run.

Member Activities:

1. Working collaboratively with MTCC's Volunteer Coordinator, create volunteer procedures manual and volunteer job descriptions specific to safety net operations.
2. Create and maintain a volunteer calendar for safety net operations. Work collaboratively with Volunteer Coordinator to ensure adequate volunteer staffing of safety net operations.
3. Supervise volunteers engaged in safety net services and ensure that volunteers are utilized in a way that ensures the safety, privacy, and respect for those served.
4. Coordinate food and donation drives.
5. Oversee Christmas Angel Shop.
6. Contribute Social Media posts.
7. Assist with coordination of annual Prayer Breakfast.
8. Work to build relationships with other local food and clothing banks to ensure that resources are leveraged, supported, and increased in ways that meet the needs of the community.
9. Develop an implementation plan, including a marketing plan, to ensure that the restructure is perceived by the community as an improvement in service.

10. At the end of the service year, recommend staffing needs for sustainability of the new service model.

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

Work collaboratively with the Financial Stability Navigator to create smooth systems for client services and referrals and ensure measurable outcomes around financial stability.

Member Activities:

1. Participate in the United Way of the Piedmont's Safety Net Council, Financial Stability Task Force, and other collaborative opportunities related to financial stability
2. Become knowledgeable about community resources available to assist low income individuals and families, senior citizens, and other vulnerable groups
3. Develop relationships with other resource providers to facilitate successful referrals
4. Learn to successfully navigate and utilize Charity Tracker to maintain client case files, including outcomes, assistance, and referrals
 - a. Create training documents outlining processes
5. Research successful financial stability programs and suggest improvements and best practices for achieving desired outcomes
6. In collaboration with the Financial Stability Navigator, create guidelines and procedures for referral of appropriate clients for intensive case management opportunities focused on long-term financial stability.
7. Assist as needed with pilot Affordable Car Ownership 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) communitywide issue(s). The VISTA team will gather one half-day each week to share different perspectives and experiences gained through their work onsite and work together on (a) project(s).