

# VISTA Assignment Description (VAD) Template

<b>Title:</b> Community Engagement and Extended Day Coordinator VISTA
<b>Sponsoring Organization:</b> United Way of the Piedmont <b>Project Name:</b> VISTAs in the Piedmont <b>Project Number:</b> <b>Project Period:</b> 07/08/2019 – 07/07/2020
<b>Site Name (if applicable):</b> Meeting Street Academy
<b>Focus Area(s)</b> <b>Primary:</b> Economic Opportunity <b>Secondary:</b>
<b>Note:</b> <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:** Meeting Street Academy (MSA) is committed to moving families out of poverty by providing services for young children to be successful in school. The VISTA will engage community partners, particularly local colleges, to develop a volunteer system and expand services for parents and students of MSA. Such services include workshops for parents, health screenings, and engaging parents and community resources. Additionally, the VISTA will expand and support MSA's Extended Day Program, which supports working parents.

### **Objective of the Assignment (07/08/2018 – 07/07/2019)**

VISTA will establish sustainable procedures for recruiting, training, and coordinating volunteers.

#### **Member Activities:**

1. Meet with key personnel at local colleges and community agencies
2. Recruit individual and course-based volunteers to engage in objectives identified below.
3. Establish best practices plan for sustainable trainings, including orientation, to equip volunteers with MSA philosophies, expectations, and interactive strategies.
4. Develop strategies for current staff to manage volunteers.
  - a. Confirm status of college student volunteers each semester.
  - b. Collect volunteer data.
  - c. Track and record volunteer hours and update procedures and protocols
  - d. Evaluate volunteer, staff, and MSA family satisfaction and feedback to determine what improvements must be made.

### **Objective of the Assignment (07/08/2018 – 07/07/2019)**

VISTA will improve the MSA after school club program to expose children to new horizons.

#### **Member Activities:**

1. Identify and interview community volunteers from those recruited above to lead club sessions.
2. Based on volunteer skills and interests, develop the curriculum, to engage students in hobbies and interests (coding, dance, graphic design, etc.).
  - a. Ensure club meeting plans are approved by MSA staff.
  - b. Establish contingency plan in event of volunteers' unforeseen absence.

3. Survey MSA students to solicit their feedback on each Extended Day clubs.
4. Manage and Evaluate Extended Day Staff

**Objective of the Assignment (07/08/2018 – 07/07/2019)**

VISTA will develop and implement program to provide workshops and services for parents.

**Member Activities:**

1. Determine topics for parent workshops.
  - a. Build and support the implementation of a tool to assess parents' interest in learning about financial and computer literacy, nutritional health, job readiness, and communication advocacy.
  - b. Utilize assessment results to determine parent workshop topics.
2. Develop marketing materials for parent workshops.
3. Collaborate with teams of college student volunteers to design workshops.
  - a. Ensure workshop designs are approved by MSA staff.
  - b. Establish contingency plan in event of volunteers' unforeseen absence.
4. Create processes to track attendance at and effectiveness of workshops.
5. Collaborate with MSA staff and volunteers to design and support follow-up activities to continue learning beyond workshop.
6. Survey parents to solicit their feedback on each workshop.
7. Develop and Build relationships with parents by engaging in meaningful conversation through participation in school activities

**Objective of the Assignment (07/07/2018 – 07/07/2019)**

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).