

## VISTA Assignment Description (VAD)

**Title:** 20 Financial Stability Program & Engagement Coordinator VISTA (MTCC)

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

**Project Name:** VISTAs in the Piedmont

**Project Number:** 20VSSSC001

**Project Period:** 03/29/2020 - 03/27/2021

**Site Name (if applicable):** Middle Tyger Community Center

### Focus Area(s)

**Primary:** Capacity Building

**Secondary:** Economic Opportunity

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To ensure that the families Middle Tyger Community Center (MTCC) serves are offered opportunities, support, and resources that help them toward financial stability by recruiting and training volunteers, implementing the Getting Ahead program while developing community partnerships that builds the capacity for the continued sustainability of the program.

### Objective of the Assignment (*Period of Performance: 07/20/2020- 07/19/2021*)

Implement the Getting Ahead Program, a 14-week program to build financial stability.

**Member Activity:** 1. Recruit volunteers to serve in the program. 2. Train volunteers. 3. Create guidelines/expectations for participants and program schedule. 4. Promote the program within the community 5. Work with internal stakeholders to create or edit promotional materials

### Objective of the Assignment (*Period of Performance: 07/20/2020- 07/19/2021*)

Develop and grow community partnerships.

**Member Activity:** 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. Work with the supervisor to communicate Financial Stability plan and opportunities with current partners. 3. Research and discuss opportunities for potential partnerships. 4. Create Community Partner database with specific lists to include (Funder, Resource Partners, Volunteer, General Information) 5. Learn to successfully navigate and use Charity Tracker in order to chart the financial stability growth goals of our clients. 6. In collaboration with Director of District 5 Family Services, conduct outreach to potential partners and draft partnership agreements

### Objective of the Assignment (*Period of Performance: 07/20/2020- 07/19/2021*)

Build program capacity by engaging volunteers to provide essential services

**Member Activity:** 1. Input new volunteer data into the volunteer database and conduct information audits of current files in order to improve volunteer experience and expand communications. 2. Create a new volunteer training manual that encompasses each program of the Middle Tyger Community Center. 3. Organize ongoing site-wide opportunities for volunteers with Director of District Five Children and Family Services. 4. Collaborate with Director to create a system for the onboarding and training of volunteers.

**Objective of the Assignment** (*Period of Performance: 07/20/2020- 07/19/2021*)

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).

**Member Activity:** 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).