

# VISTA Assignment Description (VAD) Template

<b>Title:</b> Housing and Volunteer Coordinator
<b>Sponsoring Organization:</b> SPIHN
<b>Project Name:</b> SPIHN Vista
<b>Project Number:</b>
<b>Project Period:</b> 08/09/2021 – 08/08/2022
<b>Site Name:</b> SPIHN/Spartanburg Opportunity Center
<b>Focus Area(s)</b> UWP will complete this for you.

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To create affordable housing options for homeless families/individuals in order to reduce their period of homelessness. The VISTA will seek funds for transitional housing and work with property managers. In addition, the VISTA will work on volunteers needed for the Spartanburg Opportunity Center and identify resource programs and funding.

### **Objective of the Assignment (DATES: 7/01/2021 – 6/30/2022)**

*Describe Objective:*

**Establish and foster relationships with property managers/landlords for partnership with SPIHN housing programs. Identify possible housing units to purchase and research then present funding opportunities. Prepare grants and apply for funding (minimum of 3 grants) for the purchase of the housing units.**

#### **Member Activities:**

1. Create landlord recruitment list by developing a Housing Directory.
2. Meet with landlords to introduce SPIHN's housing programs.
3. Develop a minimum of 10 partnership with landlords and/or property managers.
4. Preserve relationships with housing specialist; continue updating directory.
5. Research and prepare funding opportunities for housing program to include transitional housing.
6. Hold quarterly meetings with landlords for SPIHN housing program updates and recruitment.
7. Research potential housing units for purchase.
8. Promote/market with social media influences.

**Objective of the Assignment (DATES: 7/01/2021 – 6/30/2022)**

*Describe Objective:*

**Working with the Director of the Opportunity Center, review current volunteer list, create a schedule and need of volunteer duties, recruit additional volunteers. In addition, develop a volunteer recruitment/retention manual for volunteers.**

**Member Activities:**

1. Review volunteer list; create schedule and need; recruit additional volunteers
2. Develop a volunteer recruitment/retention manual for volunteers for the Center
3. Cultivate relationship with volunteers and staff
4. Determine volunteer needs for the Center.
5. Provide training sessions with volunteers (quarterly)
6. Promote/market with social media influences.

**Objective of the Assignment (DATES: 7/01/2021 – 6/30/2022)**

*Describe Objective:*

**Ascertain resources and programs beneficial to helping the low income and/or unsheltered population. Develop and research funding strategies for funding resources at the Opportunity Center. Recruit local agencies for resources at the Center; schedule times/days for placement at the Center.**

**Member Activities:**

1. Ascertain resources and programs beneficial to helping the beneficiaries at the Center.
2. Create resource manual for case managers to include the forms for the resources needed. Continue to update manual monthly.
3. Recruit local agencies for those resources at the Center
4. Develop and research funding strategies for operational and essential services.
5. Present funding opportunities for consideration to the SPIHN and SOC Director
5. Prepare grants and apply for funding (minimum of 2 grants).
6. Research guidelines for detox facilities and determine what is needed to establish facility in Spartanburg.
7. Research funding avenues for potential detox facility in Spartanburg.

**Objective of the Assignment (*DATES: 7/01/2021 – 6/30/2022*)**

VISTA's 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 on half-day each week to share different perspectives and experiences gained through their work on -site and work together on (a) project (s)..