

VISTA Assignment Description (VAD)

VISTA Position Title: Financial Stability Associate

Sponsoring Organization: UNITED WAY OF THE PIEDMONT

Project Name: VISTAs in the Piedmont

Project Number:

Project Period: 07/22/2019 – 07/20/2020

Host Site Name: Upstate Family Resource Center

Focus Area(s)

Primary: Economic Opportunity

Note:

If your VAD is not accepted, the State Office will note the reason(s) why here.

VISTA Assignment Objectives and Member Activities

Goal of the Project: The UFRC VISTA goal is to evaluate, refine and promote activities and programs that increase financial stability within low income families

Objective of the Assignment (07/22/2019 – 07/20/2020)

Evaluate and refine client process beginning with point of entry and leading up to financial stability engagement.

Member Activities:

1. Observe current processes for understanding
2. Review current handbook
3. Work with Financial Stability Coordinator and team to create a process map beginning with clients first point of entry
4. Identify challenges and areas of improvement
5. Coordinate brainstorming session to collect ideas for improvement
6. Coordinate testing of priority ideas
7. Update handbook to reflect changes determined successful

Objective of the Assignment (07/22/2019 – 07/20/2020)

Strengthen Volunteer Recruitment and Management Program

Member Activities:

1. Review volunteer application process including application.
2. Develop volunteer orientation
3. Revise volunteer handbook
4. Train staff on process of on-boarding volunteers
5. Develop survey for volunteer feedback
6. Plan and execute volunteer appreciation event

Objective of the Assignment (07/22/2019 – 07/20/2020)

Expand marketing and support (financial and in-kind) for financial stability programming.

Member Activities:

1. Evaluate current marketing strategies and collateral
2. Develop a marketing strategy and update/improve collateral
3. Implement marketing strategy
4. Research funding sources for financial stability programming
5. Apply for grants or other funding to support sustainability of programming

Objective of the Assignment (07/22/2019 – 07/20/2020)

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).