

VISTA Assignment Description (VAD)

Title: Literacy Coordinator

Sponsoring Organization: United Way of the Piedmont

Project Name: VISTAs in the Piedmont

Project Number:

Project Period: 07/23/2018– 07/19/2019

Site Name (if applicable): Union County Carnegie Library

Focus Area(s)

Primary: Economic Opportunity

Secondary:

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: To assess and develop a plan to address issues relating to literacy in Union County, which will empower residents to be more successful in all aspects of their lives, including furthering their education and advancing their careers. The VISTA will establish a baseline for literacy levels, with an emphasis on adult literacy, and develop a sustainable plan to improve literacy rates in the County.

Objective of the Assignment (07/23/2018– 07/19/2019)

Develop a literacy program to improve adult literacy rates in Union.

Member Activities:

1. Identify and build a network of key community partners, including volunteers
2. Identify program sites in coordination with community partners
3. Identify program participants
4. Identify and secure program-specific funding and additional funding for resources to support literacy efforts
 - a. Use previously created guides to identify literacy tools
 - b. Expand list of literacy tools and resources
5. Implement literacy program
 - a. Train and coordinate necessary staff and volunteers
 - b. Promote program and recruit participants
6. Evaluate effectiveness of program
 - a. Use previous assessment tool to determine progress made by participants
 - b. Prepare quarterly progress reports
 - c. Propose changes to the program based on evaluation
7. Create sustainability plan for literacy program
 - a. Identify and secure funding to continue program
 - b. Create a timeline with action steps for continuing program
 - c. Create a program guide and train necessary staff or volunteers to continue program

Objective of the Assignment (07/23/2018– 07/19/2019)

Expand available resources for literacy education.

Member Activities:

1. Compile a user-friendly list of currently available literacy resources
2. Identify gaps in literacy resources
3. Identify and secure funding for additional literacy resources
4. Add new literacy resources to the library collection
 - a. Create order lists
 - b. Receive items
 - c. Process items to make them accessible to the community
5. Promote new literacy resources to the community

Objective of the Assignment (07/23/2018– 07/19/2019)

VISTAs will spend 10% of their service participating in a supplemental project designed to foster collaboration and problem-solving for (a) 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).