

VISTA Assignment Description (VAD)

VISTA Position Title: Financial Stability Outreach Coordinator

Sponsoring Organization: UNITED WAY OF THE PIEDMONT

Project Name: VISTAs in the Piedmont

Project Number:

Project Period: 08/28/2017– 08/27/2018

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: To improve assessment of financial literacy education and related assistance to economically disadvantaged individuals in order to improve their economic opportunity. The VISTA will assess Strive to Thrive University curriculum to determine the efficiency of processes and design tools to assess its impact on client financial stability and create or update programming based on assessment results. The VISTA will strengthen relationships with employment organizations to improve and develop employment readiness workshops at UFRC to increase successful job attainment by clients. The VISTA will recruit and train volunteers to implement a targeted tutoring program for low-income students at a Title 1 School

Objective of the Assignment (08/28/2017 – 08/27/2018)

Assess Strive to Thrive University financial stability curriculum.

Member Activities:

1. Gather data from client records to analyze percentage of participation.
2. Develop measurement tool (survey, pre/post-test, etc.) to determine effectiveness of Strive to Thrive University
3. Train staff and volunteers on measurement tool.
4. Utilize measurement tool to determine effectiveness of Strive to Thrive University.
5. Utilize results to develop suggestions to enhance Strive to Thrive University curriculum and effectiveness, using a Logic Model.
6. Update handbook to reflect changes to programming.
7. Train staff and volunteers on programming updates and Logic Model for program improvement.

Objective of the Assignment (08/28/2017 – 08/27/2018)

Develop and expand partnerships with employment organizations.

Member Activities:

1. Reach out to local governmental, nonprofit, and for-profit employment organizations to develop partnerships.
2. Develop employment workshop curriculum and schedule.

3. Work with partners to recruit volunteers to host employment workshops at UFRC.
4. Expand and enhance UFRC's participation in and promotion of area job fairs.
5. Develop and implement a survey tool to gauge effectiveness of employment workshops.
6. Train staff and volunteers on processes to ensure sustainability.

Objective of the Assignment (08/28/2017 – 08/27/2018)

Increase number of job referrals for UFRC clients.

Member Activities:

1. Create a job referral tracking system to measure job placement and retention.
2. Create a feedback loop to ensure clients and employers can provide input.
3. Recruit volunteers to assist in the routine management of the tracking system.
4. Train staff and volunteers on referral tracking system.

Objective of the Assignment (08/28/2017 – 08/27/2018)

Rebuild community tutoring program.

Member Activities:

1. Analyze current volunteer training and past outreach and training materials.
2. Update outreach and training materials as needed.
3. Collaborate with local Title 1 elementary school to identify 5 students in need of individual tutoring.
4. Conduct targeted volunteer recruitment efforts to recruit 5 volunteer tutors from USC-U Scholars Academy, teacher cadets, and community at large.
5. Pair students and tutors to work together.
6. Track tutoring progress through volunteer training logs and student MAP scores (in collaboration with classroom teacher).
7. Design a sustainability plan for the tutoring program.
8. Train staff and volunteers on the processes, procedures, and contacts to ensure the tutoring program is sustainable long-term.

Objective of the Assignment (08/28/2017 – 08/27/2018)

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).