

VISTA Assignment Description (VAD) Template

Title: Volunteer and Communications Coordinator

Sponsoring Organization: St. Luke's Free Clinic

Project Name: St. Luke's VISTA

Project Number:

Project Period: 08/09/2021-08/08-2022

Site Name: St. Luke's Free Medical Clinic

Focus Area(s)

UWP will complete this for you.

VISTA Assignment Objectives and Member Activities

Goal of the Project: To increase our capacity to provide quality healthcare to underserved Spartanburg County residents by streamlining our volunteer, communication, and specialty program procedures. The VISTA will work to improve the Clinic's volunteer program, specialty programs, including our Power of Healthy Living program, and communication systems according to new trends in technology and nonprofit best practices. These efforts will help ensure future staff can carry out our services more efficiently, allowing the Clinic to change more lives through access to healthcare.

Objective of the Assignment (DATES: 08/09/2021-08/08-2022)

Describe Objective: Improve current volunteer recruitment and retention efforts

Member Activities:

1. Identify and engage in more opportunities to recruit volunteers in the community, specifically, physicians.
2. Work with the Development Manager to produce marketing communications for volunteer recruitment.
3. Develop and implement volunteer satisfaction surveys and appreciation procedures.
4. Work with staff to coordinate the annual Volunteer Appreciation Banquet.

Objective of the Assignment (DATES: 08/09/2021-08/08-2022)

Describe Objective: Implement effective volunteer program procedures.

Member Activities:

1. Coordinate the scheduling of volunteers with the Director of Clinical Operations and

the head nurse.

2. Work with staff to ensure all volunteer positions are updated and clearly identified.
3. Improve and assist in implementing current volunteer placement and orientation procedures.
4. Assist in creating updated volunteer training materials including but not limited to, manuals, videos, and quizzes.

Objective of the Assignment (DATES: 08/09/2021-08/08-2022)

Describe Objective: Create tracking and reporting systems to evaluate volunteer data effectively.

Member Activities:

1. Receive and record volunteer applications.
2. Ensure all current and future volunteer data, including hours worked, is recorded in Network for Good (our donor and volunteer database)
3. Track and record new volunteer metrics, including but not limited to training completion status, satisfaction surveys, and appreciation efforts.
4. Analyze and report on trends in volunteer data quarterly.

Objective of the Assignment (DATES: 08/09/2021-08/08-2022)

Describe Objective: Evaluate and enhance organizational communications systems.

Member Activities:

1. Complete training and orientation to existing communications systems.
2. Evaluate current usage of systems and effectiveness of current communications.
3. Develop tools to evaluate communication effectiveness.
4. Update existing communications and marketing assets.
5. Develop new ongoing and one-time communications templates to use existing resources efficiently.
6. Create and publish communications to specific audiences (volunteers, medical staff, community partners, patients).

Objective of the Assignment (DATES: 08/09/2021-08/08-2022)

Describe Objective: Expand specialty programs to create a greater impact for individual program participants and the community at large.

Member Activities:

1. Coordinate big picture elements of the Power of Healthy Living program alongside the Development Manager and Health Coach to ensure the maximum growth potential.
2. Assist in grant writing and fundraising for specialty programs.
3. Collect and coordinate data collection for the Power of Healthy Living program and other specialty programs as needed.
4. Use creative ideas to market programs and engage the community.

Objective of the Assignment (08/09/2021-08/08-2022)

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 twice a month to share different perspectives and experiences gained through their work on-site and work together on (a) project(s).