

# VISTA Assignment Description (VAD)

**Title:** 20 Program & Engagement Coordinator VISTA (BBBS)

**Sponsoring Organization:** United Way of the Piedmont

**Project Name:** VISTAs in the Piedmont

**Project Number:** 20VSSSC001

**Project Period:** 03/29/2020 - 03/27/2021

**Site Name (if applicable):** Big Brothers Big Sisters of the Upstate

## Focus Area(s)

**Primary:** Capacity Building

**Secondary:** Education

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** Big Brothers Big Sisters of the Upstate exists to improve young people academically, socially, and emotionally by focusing on education, prevention of high-risk behaviors and teaching life skills. The VISTA will help support this mission by helping to build and increase service capacity and helping to make quality improvements to provide enhanced services for the low-income youth and families served.

### Objective of the Assignment (*Period of Performance: 07/20/2020- 07/19/2021*)

Enhance existing volunteer recruitment system, enabling organization to meet mentor recruitment goals and expand community awareness

**Member Activity:** 1. Complete BBBS trainings to better understand how our service delivery model works 2. Create a list of potential volunteer sources/new potential partnerships with goal of recruiting 25 mentors 3. Regularly update social media, website as needed to share need for volunteers 4. Expand organizational ability to attend volunteer recruitment fairs, coordinating scheduling with staff to achieve maximum exposure 5. Update and create new recruitment materials to target areas of biggest need for recruitment, primarily male mentors.

### Objective of the Assignment (*Period of Performance: 07/20/2020- 07/19/2021*)

Create a resource guide to increase knowledge of other available community resources for families, specifically resources to increase financial literacy and prevent and treat substance use.

**Member Activity:** 1. Review list of current agencies we often partner with to meet client/family needs 2. Research local service providers and learn what they do and the best way to get enrolled in services 3. Create a resource guide listing local agencies and services they provide (focus on financial literacy and substance use prevention) 4. Provide list of agencies and steps of enrollment to caregivers of children we enroll 5. Ensure list is active and up-to-date by conducting quarterly data reviews.

### Objective of the Assignment (*Period of Performance: 07/20/2020- 07/19/2021*)

Increase efficiency of existing fundraising efforts, raising more funds with existing resources

**Member Activity:** 1. Contact and secure new sponsors for annual Bowl for Kids Sake event 2. Identify ways to communicate with bowling teams to keep them engaged and connected to event 3. Assist with day of event details and communicate any new ideas to improve event 4. Research and discuss other examples and ideas for fundraising with director.

**Objective of the Assignment** (*Period of Performance: 07/20/2020- 07/19/2021*)

Complete VISTA community project.

**Member Activity:** 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).