

VISTA Assignment Description (VAD) – Example

Title: Mentor Recruitment and Management Systems Designer
Sponsoring Organization: Waketa Community Services (WCS)
Project Name: MentorCorps
Project Number: 12ABCD345
Project Period: 08/20/20XX - 08/19/20YY
Site Name (if applicable):
Focus Area(s) Primary: Education Secondary:
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

VISTA Assignment Objectives and Member Activities

Goal of the Project: To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to help them break the cycle of poverty, the MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.

Objective of the Assignment (8/20/20XX – 2/01/20YY)

Assess the current state of WCS' efforts in reaching, selecting, and supporting volunteer mentors, and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of the mentor-recruitment and matching system.

Member Activities:

1. Research the history of volunteer programs at WCS.
 - a. Identify strengths and challenges of the current program. Based on this report, make a plan for improvement.
2. Develop systems for screening and matching mentors.

Objective of the Assignment (1/01/20YY – 8/19/20YY)

Set up outreach systems and build partnerships with community organizations in order to spread the word out about the mentor program. Develop targeted marketing materials.

Member Activities:

1. Plan for outreach and recruitment.
 - a. Identify skills, abilities, and experiences sought in volunteer mentors.
 - b. Write volunteer task descriptions that include: qualifications, activities, benefits, time commitment, and other expectations.
 - c. Develop partnerships with community organizations whose members are possible mentors or who can support the organization in other ways.
 - d. Develop partnerships with people or organizations that understand the needs of children of prisoners and can assist with the training and support of mentors.
2. Market the program to targeted audiences.