

AmeriCorps VISTA Assignment Description (VAD)

VISTA Project: Microenterprise Coalition	VISTA Member Name: Kymora Jackson
Site Name: Mission Youth Project	Assignment Area: Financial Education and Youth
	Date: July 6, 2010

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal (from VISTA Project Plan): To help ensure that youth receive the social and emotional support they need to help them escape the cycle of poverty, the VISTA project will build the capacity of an educational workshop program focusing on money management/credit, business etiquette and entrepreneurship through the development of a sustainable Volunteer Recruitment and Management system.</p>	
<p>Activity 1: Evaluate and improve current program curriculum. Step 1: Study and evaluate current program curriculum. Step 2: Conduct group interviews and surveys with program staff and youth to get feedback on the effectiveness of current programs. Step 3: Research and compare best practice models. Step 4: Recommend a pilot curriculum.</p>	July 2010 – November 2010
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date):
<p>Activity 2: Coordinate “Credit Matters” workshops in the local community. Step 1: Produce materials to be used for the “Credit Matters” training and for future events, including training and evaluation materials. Step 2: Recruit presenters for ongoing trainings. Step 3: Establish timeline for ongoing trainings. Step 4: Work with Mission Youth Project staff to ensure that workshop logistics are handled smoothly. Step 5: Build partnerships with local youth organizations to recruit participants for workshops. Step 6: Form an ongoing youth committee to be involved in the workshops. Step 7: Liaise with youth committee to promote the workshops in the community.</p>	November 2010 – March 2011
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date):

<p>Activity 3: Coordinate Youth Entrepreneur Day. Step 1: Establish relationships with local entrepreneurs who could present at the event. Step 2: Work closely with program staff and program director to coordinate event. Step 3: Recruit volunteers for the event. Step 4: Coordinate with youth committee to conduct outreach. Step 5: Create report on successes and areas to be improved at conclusion of project/event to inform plan for future events.</p>	<p>January 2011 – April 2011</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date):</p>
<p>Activity 4: Evaluate effectiveness of program Step 1: Update all program evaluation tools and methods. Step 2: Assist program staff in conducting surveys of each program. Step 3: Collect all the survey materials and keep the documentation. Step 4: Analyze survey and data and write a report.</p>	<p>November 2010 – June 2011</p>
<p>Activity 4 Comments /Summary of Accomplishments:</p>	<p>Activity 4 Completed (date):</p>