

## Sample VISTA Leader Assignment Description (VLAD)

<b>VISTA Project:</b> Project CONNECT	<b>VISTA Leader Name:</b> Asif Khouri	
<b>Site Name:</b> Project CONNECT	<b>Assignment Area:</b> Volunteer Management	<b>Date:</b> May 15, 2012

<b>VISTA Leader Activities and Steps Checklist</b>	<b>Planned Period of Work</b>
<b>Goal:</b> Enhance VISTA project success and sustainability by facilitating the VISTA team, supporting team members in their work, and working in partnership with the VISTA project supervisor on project management tasks.	
<b>Activity 1: Support recruitment of high quality VISTAs</b> Step 1: Review VADs for clarity, accuracy and consistency and suggest improvements Step 2: Research recruitment opportunities and promote position announcement through local venues Step 3: Suggest process for candidate assessment and evaluation that incorporates the VAD in the process Step 4: Assist in screening applicants Step 5: Assist in setting up interviews and participate in interviews	May – Aug 2012
<b>Activity 1 Comments/Summary of Accomplishments:</b>	<b>Completed (date):</b>
<b>Activity 2: Conduct VISTA member training and coordinate ongoing professional development</b> Step 1: Form a plan with supervisor for the on-site orientation and training (OSOT); gather orientation materials, draft agenda, secure presenters/facilitators, etc. Step 2: Participate in the implementation of OSOT, utilizing facilitator/educator skills , to ensure that VISTAs understand all policies/procedures and project schedule Step 3: Evaluate and report on the OSOT to the supervisor, defining changes to be made for the next OSOT Step 4: Identify learning needs of VISTAs and develop calendar of trainings on topics such as cultural diversity, conflict resolution, poverty, and volunteer management Step 5: Secure local instructors to present trainings or prepare to deliver training Step 6: Facilitate and encourage peer learning among VISTAs Step 7: Maintain professional development log for all VISTA Members, distribute completion certificates	May – Aug 2012        Aug 2012 – Feb 2013
<b>Activity 2 Comments/Summary of Accomplishments:</b>	<b>Completed (date):</b>

<b>VISTA Leader Activities and Steps Checklist</b>	<b>Planned Period of Work</b>
<p><b>Activity 3: Facilitate a successful year of service for VISTAs</b></p> <p>Step 1: Conduct one-on-one monthly meetings with each VISTA member to review VAD goals, assess progress, address member needs, etc., to ensure a successful year for VISTAs</p> <p>Step 2: Assist VISTAs in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise</p> <p>Step 3: Coordinate four projects for National Days of Service (September 11th National Day of Remembrance, Rev. Martin Luther King, Jr. National Day of Service, Cesar E. Chavez Day and AmeriCorps Week)</p> <p>Step 4: Guide VISTA members in creating their own sustainability manuals to assist subsequent VISTAs with continuing project implementation</p>	<p>Aug 2012 – Apr 2013</p>
<p><b>Activity 3 Comments/Summary of Accomplishments:</b></p>	<p><b>Completed (date):</b></p>
<p><b>Activity 4: Increase project and member effectiveness by monitoring member monthly reports</b></p> <p>Step 1: Train VISTA members on the organization's reporting requirements</p> <p>Step 2: Assist VISTA members with reporting needs, escalating issues to appropriate supervisor</p> <p>Step 3: Collect monthly reports from each VISTA member, review data and summarize for project coordinator</p>	<p>Aug 2012 – Apr 2013</p>
<p><b>Activity 4 Comments/Summary of Accomplishments:</b></p>	<p><b>Completed (date):</b></p>
<p><b>Activity 5: Work with supervisor to ensure overall project stability and sustainability</b></p> <p>Step 1: Archive all significant materials created and document all procedures for implementing the project, for convenient future retrieval by organization staff, future VISTAs and VISTA leaders</p> <p>Step 2: Suggest changes to the program based on challenges and successes VISTAs have experienced</p> <p>Step 3: In collaboration with staff members, create and implement a written plan for project sustainability</p>	<p>Jan – Apr 2013</p>
<p><b>Activity 5 Comments/Summary of Accomplishments:</b></p>	<p><b>Completed (date):</b></p>