

## VISTA Leader Assignment Description (VLAD)

<b>VISTA Position Title:</b> Economic Opportunity Cohort VISTA Leader
<b>Sponsoring Organization:</b> UNITED WAY OF THE PIEDMONT
<b>Project Name:</b> VISTAs in the Piedmont
<b>Project Number:</b> 14VS158374
<b>Project Period:</b> 07/25/14-07/24/15
<b>Host Site Name:</b> United Way of the Piedmont
<b>Focus Area(s)</b> <b>Primary:</b> Economic Opportunity
<b>Note:</b> <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 provide overall support to the VISTAs in the Piedmont members serving in the Economic Opportunity cohort.

#### **Objective of the Assignment (07/25/14-07/24/15)**

Support VISTAs & supervisors.

#### **Member Activities:**

1. Train VISTA supervisors
  - a. Work with Program Sponsor & Healthy Futures Leader to plan & conduct supervisor orientation prior to VISTA start date
2. Orient VISTA members to the Spartanburg area and the VISTAs in the Piedmont (VIP) program
  - a. Send informational materials about Spartanburg/VIP prior to VISTAs prior to PSO
  - b. Work with Program Sponsor & HF Leader to plan & conduct full-day on-site orientation during the first week of service
  - c. Meet with EO VISTAs individually within first month of service
3. Schedule & conduct quarterly site visits & check-in meetings with EO VISTAs & supervisors.
4. Communicate regularly with VISTAs through weekly newsletters, Facebook, & email
  - a. Share program news, resources, volunteer opportunities, & information about community events
5. Coordinate & provide VISTAs with professional development opportunities
  - a. Research & share upcoming professional development opportunities in the community
  - b. Organize/facilitate monthly professional development workshops
6. Participate in volunteer events at host sites to support VISTA efforts (when available)

**Objective of the Assignment (07/25/14-07/24/15)**

Facilitate Economic Opportunity cohort supplemental project.

**Member Activities:**

1. Meet with EO VISTA cohort one day each week
  - a. Coordinate location, food/drink, & guests
2. Support the EO supplemental project by providing guidance, resources, & organization to group on a weekly basis
3. Serve as liaison between EO cohort and the Emergency Food & Shelter Council.
  - a. Support Director of Community Impact with managing the EFS Council & Safety Net Council
  - b. Attend meetings & trainings as necessary

**Objective of the Assignment (07/25/14-07/24/15)**

Assist Program Sponsor with grant management.

**Member Activities:**

4. Collect progress data from EO VISTAs monthly
  - a. Create progress report form based on VADs & grant
  - b. Compile individual reports into master report
5. Assist Program Sponsor with quarterly grant reports
6. Assist Program Sponsor with grant renewal application

**Objective of the Assignment (07/25/14-07/24/15)**

Plan & organize MLK Day of Service in Spartanburg

**Member Activities:**

1. Serve on MLK Day of Service planning committee
  - a. Attend meetings & fulfill assigned tasks
  - b. Tasks include: recruiting volunteer project sites, volunteers, & volunteer leaders; creating marketing materials, including press release; securing donations/sponsorships; securing locations & speakers; training volunteers; managing Get Connected; designing & ordering t-shirts
2. Facilitate VISTA participation
3. Create surveys & reports

**Objective of the Assignment (07/25/14-07/24/15)**

Recruit host sites & VISTAs for 2015-16 grant cycle.

**Member Activities:**

1. Recruit host-sites for 2015-16 grant cycle.
  - a. Create marketing materials (i.e., letters, emails, etc.)
  - b. Host informational/Q&A sessions
  - c. Create, collect, & read applications

- d. Participate in host-site selection discussion with VISTA Advisory Board
- e. Communicate regularly with selected host-sites about expectations, next steps, & requirements
2. Host VAD writing workshop(s)
3. Recruit potential VISTA candidates through local colleges, job posting sites, social media, & other outlets
4. Host informational sessions for applicants
5. Pre-screen all applicants before sending information to supervisors
6. Develop/revise “welcome packet” materials
7. Assist selected VISTAs as they navigate pre-service, including relocation/housing, paperwork, & PSO