



About Your VISTA Assignment Description: Understanding the Big Picture to Get You Started!



Dial: 877-853-5257
Webinar ID: 142-671-890



Welcome!

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Session Goals

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By the end of the webinar, you will be able to:

- Articulate the key elements of an effective VISTA Assignment Description (VAD).
- Define VISTA's focus on alleviating poverty through capacity building activities
- Understand the purpose and many uses of the VAD.

Today's Agenda

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- What is a VAD?
- Sustainability
- Building Capacity
- Framework for Creating Your VAD
- VISTA Campus Resources
- Evaluation and Next Steps
- Q&A



Today's Speaker

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Cathy Lins
VISTA Trainer
Development Plus, Inc.

Poll Question

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In what VAD stage are you? (*Select one*)

- Developing a plan
- Creating first VADs ever
- Creating new additional VADs



- Updating current VADs
- Working with inherited VADs
- Unsure
- I do not work with VADs

What is a VAD?

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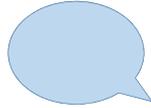


VISTA Assignment Description (VAD)

- Details activities a VISTA member will perform
- Customized for each VISTA member
- Foundation on which the entire member experience is built

Chat Question:

- What are the benefits of giving each VISTA a unique VAD?



What does a VAD do?

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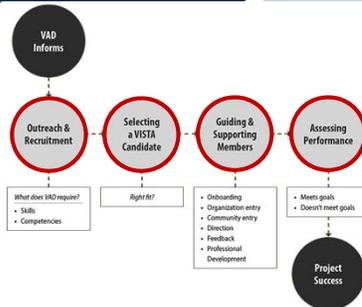


- Serves as position description and start of a detailed work plan
- Translates project milestones into a realistic set of activities
- Helps VISTAs create an action plan for their year of service
- Evolves to fit the member and project needs
- Assists with recruiting, tracking performance, and reporting

Remember: VADs are created and updated in eGrants.

Using the VAD Year Round

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VISTA's Key Principles

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VISTA's Key Principles:

- Ending poverty
- Empowering communities
- Building capacity
- Creating sustainable solutions

Project Sustainability

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Creating Sustainability

- by Building Capacity
- with Community Engagement



Building Capacity for Sustainability

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VISTA projects build capacity to support program sustainability.

VISTA members create, expand or strengthen organizational systems or processes, such as:

- Engaging volunteers and donors
- Improving visibility and outreach
- Improving fund development efforts
- Building partnerships



Capacity Building vs. Direct Service

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Capacity Building

Activities that help an organization or community:

- Increase reach
- Improve efficiency
- Scale up
- Be more effective

Direct Service

Activities that directly serve the target community in need:

- Tutoring
- Mentoring
- Preparing food
- Counseling

Chat Question 2

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Which of these examples is direct service? Why?

EMPLOYMENT

Capacity-building

VISTA member designs guest speaker program featuring former veterans who have found job success.

EMPLOYMENT

Direct Service

VISTA member assists veterans with job searches.



How would you change this to be a capacity-building activity?

Chat Question 3

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Which of these examples is capacity-building? Why?

EDUCATION

Capacity-building

VISTA member creates mentor training curriculum.

HOUSING

Direct Service

VISTA member helps veterans identify affordable housing units.



Regulatory Compliance

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Red flags for VISTA members, leaders, and VADs:

- Replacing staff or serving as administrative assistant
- Assignments unrelated to the VISTA Assignment Description
- Direct service

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Community Engagement for Sustainability

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VISTA projects engage community members to support program sustainability.

VISTA members engage and empower community members and organizational partners through:

- Interviews
- Community Meetings
- Asset Mapping
- Art Projects
- Mentorship

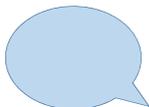
Chat Question 4

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In the Chat panel, please answer the following question:

- What are some examples of community engagement you have included in your VADs or had your VISTAs do?



Strengthen Objectives

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1. Assess



2. Act



3. Transfer

Objectives: Level 1 - Assess

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- Current state of systems
- Key players and the part they play
- Historical environment
- Engagement of the target community

Objectives: Level 2 - Act

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- Create the tools
- Create the processes



Objectives: Level 3 - Transfer

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- Transfer knowledge
- Transfer products
- Transfer relationships

EXAMPLE OBJECTIVE: Set up training for new volunteer coordinator.

VISTA Campus Resources

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VISTA Assignment Description: Training Manual for VISTA Sponsors

Use this step-by-step guide to learn how to create, edit, save, and archive VADs using the My AmeriCorps Portal section of eGrants.



VAD_Manual_Sponsors.doc

Training Your Sub-site Supervisors About VADs

Use this worksheet to plan a training for your sub-site supervisors on using the VAD as a recruitment and supervision tool.

Training_Your_Sub-site_Supervisors_About_VADs.docx



Next Steps

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- ✓ Develop and examine your big picture
- ✓ Communicate your plans for the VADs with your VISTA project staff
- ✓ Ensure VAD activities build capacity and are not direct service
- ✓ Plan the objectives: Assess, Act, and Transfer
- ✓ Attend the next VAD webinar led by the VISTA Training Unit

Next Webinar

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If you have further questions or would like more information, contact VISTAtraining@cns.gov

Please join us for the next supervisor webinar:

About your VAD: Creating a Tool for VISTA Success!

Tuesday, May 12, 2020

2:00 p.m. ET

Visit the Supervisor Webinars page on the VISTA Campus for upcoming webinars and recordings of past webinars.

What questions do you have?

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Thank you!