

VISTA Leader Assignment Description (VLAD)

Title: NYC VISTA Leader
Sponsoring Organization: NYC Service Project Name: NYC VISTA Project Number: Project Period: 04/15/2015 – 04/14/2016
Site Name (if applicable):
Focus Area(s) Primary: General Capacity Building 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 support NYC VISTA's goal of tackling poverty by increasing seven NYC government agencies' scale and reach, effectiveness and efficiency as they work with local communities to serve targeted populations of struggling New Yorkers. The VISTA Leader will recruit, coordinate with, and support the nine VISTA members to help increase their impact.

Objective of the Assignment (04/15/2015 – 8/31/2015)

Enhance VISTA project success by supporting recruitment and selection of high quality VISTAs to ensure project success.

Member Activities:

1. Review VADs for clarity, accuracy and consistency and suggest improvements
2. Research recruitment opportunities and promote position announcement through local avenues
3. Suggest process for candidate assessment and evaluation that incorporates the VADs
4. Assist in screening applicants, setting up interviews and participate in interviews

Objective of the Assignment (04/15/2015 – 04/14/2016)

Develop and conduct orientation and training to equip VISTAs with knowledge and skills related to the project.

Member Activities:

1. Form a plan with supervisor for the on-site orientation and training (OSOT); gather orientation materials, draft agenda, secure presenters/facilitators, etc.; participate in the implementation
2. Evaluate and report on the OSOT to the supervisor, defining changes to be made
3. Identify learning needs of VISTAs and coordinate ongoing professional development; maintain professional development records for all VISTAs
4. Facilitate and encourage peer learning among VISTAs

Objective of the Assignment (08/01/2015 – 04/14/2016)

Enhance VISTA project and member effectiveness by facilitating the VISTA team, supporting team members in their work, and monitoring member monthly reports.

Member Activities:

1. Conduct one-on-one monthly meetings with each VISTA member to review VAD goals, assess progress, address member needs, etc.
2. Assist VISTAs in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise
3. Train VISTA members on the organization's reporting requirements and assist with reporting needs, escalating issues to appropriate supervisor
4. Collect monthly reports from each VISTA member, review data and summarize for project coordinator

Objective of the Assignment (08/15/2015 – 04/14/2016)

Enhance VISTA project stability and sustainability.

Member Activities:

1. Guide VISTA members in creating their own sustainability manuals to assist subsequent VISTAs with continuing project implementation
2. 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
3. Suggest changes to the program based on challenges and successes VISTAs have experienced
4. In collaboration with staff members, create and implement a written plan for project sustainability