

This sample VISTA Assignment Description (VAD) is intended to familiarize you with the style and content of this type of document. The below example contains several common VISTA activities and objectives. While it may be a helpful reference as you design your VISTA project and write your own VAD, VISTA members are certainly not limited to the type of work detailed here. **Every project is different**, and we encourage creativity in designing your own capacity-building activities and objectives to reflect the needs, values, and goals of your organization.

AmeriCorps VISTA Assignment Description (VAD)

Organization: Rochester Example Non-Profit

VISTA Title: Resource Development and Community Outreach Coordinator VISTA

Goal: The Rochester Youth Year AmeriCorps VISTA member will expand the reach of a program that provides comprehensive support to pregnant teens and teen parents in the City of Rochester. Enhance the organization's ability to promote teen parents' self-sufficiency, health, and well-being.

Objective: Determine the current availability of and need for resources to support teen pregnancies and parents in Rochester.

Planned Period of Work: August - January

Activity: Conduct a community assessment to determine the needs of pregnant teens and teen parents, particularly those living in poverty and/or without familial support. This may involve conducting interviews, surveys, and/or focus groups with stakeholders.

Activity: Determine what supports are currently available to pregnant teens and teen parents in the city of Rochester.

Activity: Create a map detailing where resources are located, what services are available, and highlighting any areas of the city where resources are difficult to access.

Activity: Compile a report highlighting key recommendations for program expansion. Present report to leadership team.

Objective: Develop financial resources to support the expansion of the teen parent program.

Planned Period of Work: January - May

Activity: Collaborate with grant writer to research and apply for grants to support expanded programming in target neighborhoods.

Activity: Execute two fundraising campaigns to leverage cash donations from local businesses and individuals.

Activity: Recruit volunteers to assist with the teen parent program.

Objective: Develop new systems to improve the efficiency and effectiveness of the teen parent program's volunteer engagement.

Planned Period of Work: Ongoing

Activity: Create position description, application process, and training materials for volunteers.

Activity: Implement system for tracking volunteer hours. This may involve developing a new system or researching and purchasing volunteer management software (if cost-effective).

Activity: Research best practices for maintaining volunteer confidentiality while maintaining records of volunteer time and information.

Activity: Train agency staff and volunteers to use the chosen volunteer tracking system.

Objective: Conduct community outreach to improve visibility and availability of teen parent program services.

Planned Period of Work: Ongoing

Activity: Develop relationships with local schools, hospitals, and organizations that can help connect teen parents to available services.

Activity: Create materials (e.g. flyers, social media posts, business cards) that summarize and promote available services.

Activity: Make informative/promotional materials available to all partner organizations. Encourage partners to post them in community spaces (e.g. libraries, R centers) throughout the city.

Objective: Facilitate connections between alma mater and host organization in order to strengthen university-community partnerships.

Planned Period of Work: Ongoing

Activity: Recruit college students to volunteer by sharing their VISTA story, through information sessions, mini-presentations, social media, print media, etc.

Activity: Explore internship possibilities at their alma mater by meeting with appropriate staff, drafting position descriptions, and promoting the opportunity.

Activity: Explore service learning and research opportunities.