

AmeriCorps*VISTA Assignment Description (VAD)

SAMPLE VISTA Member 2 (First year of project)

VISTA Project: Aaron Community Services (ACS)		VISTA Member Name: Omar Quintana
Site Name: Jamestown.	Assignment Area: Community Volunteer Recruitment and Management	Date: October 10, 2006

VISTA Member Activities and Steps	Planned Period of Work
<p>Goal (from VISTA Project Plan): <i>Goal 1: The ACS VISTA project will develop and implement systems for fund development and community volunteer recruitment and management in order to expand quality services to clients with developmental disabilities</i></p>	
<p>Activity 1: Establish work group to advise and assist with the assessment of ACS community volunteer practices including strategies and community volunteer need.</p> <p style="margin-left: 20px;">Step 1: Research and invite key individuals from ACS (staff, volunteers) and partner agencies to participate in work group.</p> <p style="margin-left: 20px;">Step 2: Conduct an initial meeting and at least one additional work group meeting to solicit input on respondents and interview questions.</p> <p style="margin-left: 20px;">Step 3: Interview respondents and prepare draft report of community volunteer need, strategies and timeline for advisory group.</p> <p style="margin-left: 20px;">Step 4: Develop community volunteer recruitment and management plan, including recruitment strategies, management practices and timeline; get approval of board.</p> <p style="margin-left: 20px;">Step 5: Further identify the primary components to address. Depending on results, the VISTA's tasks (Steps 2-4) may be altered.</p>	Nov. 06-Jan. 07
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
<p>Activity 2: Implement Plan: Revise/Design community volunteer recruitment and management (R&M) system</p> <p style="margin-left: 20px;">Step 1: Contact agencies from non-profit network to see copies of community volunteer position descriptions. Draft appropriate positions for WCS.</p> <p style="margin-left: 20px;">Step 2: Design/produce community volunteer recruitment material, including recruitment brochures, PowerPoint presentation and at least one public service announcement script.</p> <p style="margin-left: 20px;">Step 3: Review current community volunteer training plan using curriculum approved by work group. Identify current and new volunteer trainers.</p> <p style="margin-left: 20px;">Step 4: Design community volunteer interview and screening process.</p> <p style="margin-left: 20px;">Step 5: Consult with VISTA member working with database on needed tracking</p>	Feb.-May 07

<p>VISTA Member Activities and Steps</p>	<p>Planned Period of Work</p>
<p>information, including: community volunteers recruited, trained, and community volunteer hours. Step 6: Review written policies on community volunteer supervision. Step 7: Develop evaluation and recognition policies and procedures. Step 8: Investigate how other organizations are providing community volunteer support systems (e.g. Master community volunteers matched to new community volunteers).</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Activity 2 Completed (date): _____</p>
<p>Activity 3: Pilot community volunteer R&M components Step 1: Identify and secure new recruitment venues Step 2: Conduct community volunteer recruitment activities with staff, including presentations to at least 6 community groups and/or local businesses. Step 3: Interview several potential community volunteers on effectiveness of recruitment materials and process. Step 4: Interview and screen potential community volunteers. Step 5: Get feedback from community volunteers on pilot recruitment and interview procedures. Step 6: Make adjustments to community volunteer recruitment systems Step 7: Co-train community volunteer training with staff trainer. Confirm effectiveness of curricula changes with feedback from participants.</p>	<p>June-Oct. 07</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date): _____</p>

Note:

When filling out the VAD Template, include only the three goals that are provided, you can add as many activities and steps as you need.