**VISTA Assignment Description (VAD)**

*Instructions are highlighted in yellow*

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| **Site and Program Information** | |
| **VISTA Position Title**  *Give each VAD a distinct title (with the word “VISTA” in it) related to the position to be filled. If creating multiple, similar VADs, create a naming system that includes a unique identifier for each position in addition to the descriptive title.* |  |
| **Host Organization Name:** |  |
| **Secondary Focus Area (select one):** | - Housing & Eviction Prevention  - Employment/Workforce Development  - Financial Literacy |
| **VISTA Assignment Objectives and Member Activities** | |
| **Goal of the overall VISTA Project:**  The VAD begins by stating the overall goal of the project (as opposed to the overall goal of the specific VISTA position). This is a good jumping-off point in describing the assignment to the VISTA member. The statement provides context for how the project addresses poverty and how the VISTA activities will build capacity. The project goal must:   Address poverty by VISTA efforts   Describe who (population) will be served   Include verbs to describe the VISTA activities   Define how the VISTA activities will build capacity   State the specific product(s) or service(s) resulting from VISTA efforts |  |
| **(Example)** This project increases services and client educational opportunities for people who are homeless or at risk of becoming homeless via expanded partnerships in the community. The VISTA will develop and implement an expanded multi-community homeless service program with long term supports, pilot a community Navigator for client long-term sustainability, streamline access to social and financial capacity, and develop a volunteer base focused on emergency shelter and housing interventions. The end result of this project will be to increase the number of families served by ECHOS, increase the number of community volunteers, increase community participation by agency consumers, and decrease poverty rates in the Elizabethtown area.  **Objective of the Assignment**  [objective language here]  \*As a general rule, each project should have 3-4 Objectives  (Articulate what the VISTA will achieve throughout the assignment in order to reach the project’s goal. Include multiple objectives that link the overall project goal and the VISTA member’s activities. Use active verbs. Include a performance period (what month of service you want the VISTA member to work on the objective) with a clear beginning and end for each objective. It is helpful to be specific with performance periods, as your VISTAs will use that information to guide their service terms. For example, a performance period could be, “First through third month of service.”)  **Member Activities:**   * [Member Activity 1]  (mm/dd/year *–* mm/dd/year)   Identify the specific activities the VISTA will carry out to achieve the objectives. Activities that include the desired outcome or deliverable are most informative and effective. Use active verbs and avoid vague statements such as, “will assist with…” Activity statements should be specific enough that someone unfamiliar with the project can understand the expectations of the VISTA.   * 1. Smaller element that’s part of the first activity.   2. Another element of the activity * [Member Activity 2]  (mm/dd/year *–* mm/dd/year) * [Member Activity 3]  (mm/dd/year *–* mm/dd/year*)* | |
| **(EXAMPLE) Objective of the Assignment**  **[** Through a partnership with Community Action Partnership (CAP), pilot and formalize the Navigation Model in the Elizabethtown area. The Navigators, which will include local agencies and community members, will help connect clients with agencies when there are gaps in the traditional services and income requirements. The goal is to help clients who are struggling with poverty-related issues. **]**  **Member Activities:**   * **Learn and launch model and collect data through utilization of Empower Lancaster database.**  (10/15/2022 *– 11*/15/2022*)* * **Expand model by recruiting community members and training Navigators** (11/15/2022 *– 12*/30/2022*)* | |

**Action Verbs to be used in Objective of the Assignment:**

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| --- | --- | --- | --- | --- |
| Analyze | Assess | Build | Collect | Communicate |
| Compile | Create | Develop | Engage in | Ensure |
| Establish | Evaluate | Generate | Identify | Implement |
| Launch | Market | Plan | Present | Promote |
| Recruit | Refine | Research | Secure | Update |

**Member Activities:**

• Member activities should answer the questions: How will that happen? How will the VISTA Member accomplish the objective?

• What is the focus of VISTA activities for this site and this capacity goal during the proposed project year?

• Below are some examples of the types of service performed by a VISTA.

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| **VISTA Indirect Service** | **Capacity Building** | **Sustainable Endeavors** |
| Recruit volunteers | Develop forms, volunteer assignments, trainings | Development of Volunteer Policy and Procedure Handbook |
| Train direct service providers | Write training curriculum or manual; train trainers | Develop training manual and train the trainer curriculum |
| Coordinate projects | Develop procedures and systems | Develop volunteer management system and procedural guide |
| Public speaking | Develop speakers’ bureau | Develop community partnerships |
| Write press releases | Develop press kits, media database | Secure media partners |
| Organize fundraising events | Grant writing; develop database | Secure project staffing and diverse revenue streams |
| Organize task forces/coalitions | Develop leadership structure of task force/coalition | Create infrastructure |
| Conduct outreach | Design brochures, posters | Create mechanism for project evaluation |