

VISTA Assignment Description (VAD)

Title: VISTA American Job Center Volunteer Coordinator
Sponsoring Organization: CAC Workforce Connections
Project Name: CAC AmeriCorps VISTA
Project Number:
Project Period: 08/06/2018 – 08/05/2019
Site Name (if applicable): CAC Workforce Connections and The American Job Center
Focus Area(s): Primary: Economic Opportunity Secondary:
Note: If your VAD is not accepted, the State Office will note the reason(s) why here.

VISTA Assignment Objectives and Member Activities

Goal of the Project: The VISTA member will increase CAC Workforce Connections and The American Job Center ability to serve more economically disadvantage people, as well as serve new groups of people through working with the local community to establish access sites through our collaborative efforts of community integration.

Objective of the Assignment (08/06/2018 – 12/31/2018)

The AJC Volunteer Corps will expand the services of the American Job Center and provide increased access to job search and employability skills, increasing job placements among diverse populations in the community. The AJC Volunteer Corps will build the capacity of the American Job Center by establishing additional access points with partner agencies in the workforce area and recruiting and training volunteers to staff at the AJC access points.

Member Activities:

1. Observe Resource Room service delivery by current AJC staff.
2. Review current training and resource materials (i.e: Volunteer enrollment forms, volunteer handbook, VISTA resource book, etc.)
3. Interview Program Management and current Career Specialists to identify training tools and resource information to assist volunteers.
4. Meet and develop rapport with current Access Site personnel to discuss current methods of use at Access sites.
5. Meet with WFC Director to discuss and review Memorandum of Understanding (MOU) for Access Sites
6. If needed, make revisions or add-ons to current volunteer enrollment forms, volunteer handbook, resource guide, etc.

Objective of the Assignment (11/05/2018 – 05/06/2019)

Begin outreach and build partnerships with community organizations to establish AJC Access Points.

Member Activities:

1. Collaborate with AJC leadership to develop priority list for Access Sites and develop criteria for Access Sites.
2. Meet with 6 community organizations that may serve as Access Points for AJC service delivery.
3. Coordinate with AJC and WFC Leadership to procure equipment for set up of Access Site.
4. Coordinate with Community Organizations to ensure Site is set up as outlined in MOU.
5. Distribute Access Site Checklist to ensure Access Sites are adequately secured for Volunteers to serve.
6. Coordinate with Access Site hosts, AJC/WFC staff, and other Community Organizations to promote use of sites.

Objective of the Assignment (12/03/2018-01/31/2019)

Establish tracking and reporting system for each Access Site.

Member Activities:

1. Identify data points to be captured by volunteers at Access Sites (review current data tracking sheet, make necessary revisions).
2. Establish process for data collection and submission on a regular basis.
3. Include plans for data collection in MOU with Access Points and in Volunteer training.

Objective of the Assignment (12/03/2018-08/05/2019)

Recruit and train volunteers for AJC Volunteer Corps.

Member Activities:

1. Identify the skills, abilities, and experiences sought in AJC Volunteers.
2. Develop recruitment materials for potential Volunteers.
3. Meet with 8 Community Organizations whose members are possible Volunteers to share recruitment materials.
4. Develop database of potential Volunteers, availability, and geographic preferences to facilitate matching to appropriate access points.
5. Provide (or facilitate with AJC / WFC staff) training of volunteers.
6. Schedule volunteers for On-the-Job Training (OJT) in AJC Resource Room.
7. Observe volunteers during OJT activity to determine if additional training and support may be needed.
8. Match/assign volunteers to Access Sites.
9. Develop process for staff to monitor ongoing activity at sites.
10. Attend 5 Job Fairs via the American Job Center to recruit Volunteers for Access Sites and AJC.
11. Attend 5 Job Fairs via the American Job Center to share information about Access Sites being opened for job seekers to search for sustainable employment in their community.