

VISTA Assignment Description

Title: Centro Hispano Americorps Volunteer
Sponsoring Organization: Centro Hispano de East Tennessee Project Name: Centro Hispano AmeriCorps VISTA Project Number: Project Period: 08/01/2018 – 07/31/2019
Site Name (if applicable): Centro Hispano de East Tennessee
Focus Area(s) Primary: 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:

The VISTA/Centro program will promote economic opportunity among Latino youth by decreasing the educational performance gap between Latino and white students in Knox County Schools through increased community participation in educating Latino students.

The Vista Member will build the volunteer capacity of Centro Hispano developing a procedure manual for the Volunteer Management Position. The volunteer will develop protocols to track volunteer enrollment, retention and performance.

Objective of the Assignment (08/01/2018 – 07/31/2019)

- I. Expand the volunteer recruitment reach of Centro Hispano.

Member Activities:

1. Post volunteer opportunities on 4 Knoxville volunteer platform
2. Communicate with 6 churches to recruit volunteers
3. Organize 5 speaking engagements and manage 5 information tables at fairs where volunteering opportunities to work with Latino students are publicized

Objective of the Assignment (08/01/2018 – 07/31/2019)

- II. Enhance community awareness about Centro Hispano's mission and services

Member Activities:

1. Contribute one story per quarterly newsletter highlighting the projects and volunteers activities
2. Contribute one weekly post to Centro's social media platforms sharing the successes of Centro Hispano's children's program and publicizing volunteer opportunities

Objective of the Assignment (08/01/2018 – 07/31/2019)

- III. Develop job description and protocols for volunteer management position and measurement of student performance.

Member Activities:

1. Perform a survey of Centro Hispano volunteers investigating commitments and

- expectations, analyze results and offer recommendations to Centro's HR committee
2. Cooperate with Centro Hispano's program directors to develop training plans for volunteers
 3. Track and analyze volunteer performance
 4. Collaborate with Centro's Children's Program Director to:
 - a. Schedule volunteers for afterschool program sites
 - b. Work with Centro staff to develop curriculum
 - c. Recording data about student participation and performance

Objective of the Assignment (08/01/2018 – 07/31/2019)

IV. Co-design Summer ESL Program for High School Students

Member Activities:

1. Collaborate with Centro's Children's Program Director and Adult ESL coordinator to design a 3 week summer ESL program for Latino high school students
2. Design summer ESL program marketing materials