

VISTA Assignment Description (VAD) Template

Title: VISTA Volunteer Coordinator
Sponsoring Organization: Knoxville-Knox County Community Action Committee Project Name: CAC AmeriCorps VISTA Project Number: Project Period: 08/07/2018 – 08/06/2019
Site Name (if applicable): Bridge Refugee Services, Inc.
Focus Area(s) Primary: Community Outreach and Engagement 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: Bridge Refugee Services, Inc. is a 501(c)(3) non-profit organization operating in Knoxville and Chattanooga that is committed to provide opportunities for refugees to rebuild their lives, so that they become productive and contributing members of the community. The VISTA member will support the organization by strengthening our existing volunteer foundation, mobilizing resources to support community engagement and mentorship programs for clients, and developing a volunteer outreach program.

Objective of the Assignment (August-February 2019)

Recruit, train, track, and retain 35 community volunteers and 10 cosponsorship groups

Member Activities:

1. Engage with community members to recruit volunteers and potential donors
2. Assess volunteer program through check-ins, surveys, meetings with existing volunteers and co-sponsor groups
3. Research volunteer and co-sponsorship retention efforts and implement best practices
4. Organize volunteer appreciation and engagement events
5. Attend tabling events and conferences to engage with prospective volunteers and community partners
6. Develop an in-depth training plan and manual for co-sponsor groups and conduct needs-assessments for clients partnered with specific groups in conjunction with case worker

Objective of the Assignment (September-April 2019)

Develop volunteer-initiated outreach programs in partnership with schools, higher learning institutions and other organizations and businesses

Member Activities:

1. Update existing informational and educational materials for volunteers and general public
2. Design an outreach toolkit for staff members and volunteers to use when going to tabling events and speaking engagements.
3. Implement training program for volunteers and interns to engage in outreach efforts
4. Collaborate with staff members and community partners to conduct needs assessments to improve outreach efforts
5. Participate in the recruitment and training of interns to support staff members
6. Organize low-stakes fundraiser events to support programming and increase opportunities for outreach.

Objective of the Assignment (April-July 2019)

Identify and strengthen the overall engagement of the client community through community events

Member Activities:

1. Identify the needs of refugee clients through research and methods of information-gathering, including community dialogue
2. Develop a volunteer training plan to assist volunteers in meeting these needs
3. Connect clients with trained volunteers that can guide them towards resources that address their secondary needs
4. Work with staff to organize and plan events such as World Refugee Day and the Thanksgiving Celebration to connect volunteers, refugees, and the greater Knoxville community.
5. Remain up to date on ongoing events and disseminate relevant events and information to volunteer and client matchings through case workers and volunteer pairings.