

VISTA Leader Assignment Description (VLAD)

Title: CAC AmeriCorps VISTA Leader

Sponsoring Organization: Knoxville – Knox County Community Action Committee (CAC)

Project Name: CAC AmeriCorps VISTA

Project Number:

Project Period: 07/24/2018 – 07/23/2019

Site Name (if applicable):

Focus Area(s)

Primary: Capacity Building

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 Leader's role will be to lead the CAC AmeriCorps office's initiative to facilitate the service of a 16-person AmeriCorps VISTA program engaged in eliminating barriers to employment and enhancing access to quality food systems in Knox County, TN.

Objective of the Assignment (February 2019 – July 2019)

Enhance VISTA project success by supporting recruitment and selection of high quality VISTAs.

Member Activities:

1. Review VISTA Assignment Descriptions (VADs) for clarity, accuracy and consistency and suggest improvements.
2. Develop process to pre-screen applicants, setting up interviews and participate in interviews.
3. Research recruitment opportunities and promote position announcements through local avenues.
4. Suggest process for candidate assessment and evaluation that incorporates the VAD and partner site supervisor feedback in the process.

Objective of the Assignment (July 2018 – August 2018)

In collaboration with CAC AmeriCorps staff, develop and conduct orientation and training to equip VISTAs with the knowledge and skills necessary to be successful in their individual roles.

Member Activities:

1. Form a plan with VISTA supervisor for the on-site orientation and training;
2. Gather orientation materials, draft agenda, secure presenters.
3. Support implementation of the OSOT including team building activities and presentations.
4. Identify learning / professional development needs of VISTAs and coordinate ongoing professional development;
5. Develop system to track professional development records for all VISTAs.

6. Facilitate and encourage peer learning among VISTAs by developing online collaboration platforms and other opportunities.

Objective of the Assignment (August 2018 – July 2019)

Enhance VISTA project and member effectiveness by facilitating the VISTA team, supporting team members in their work, and compiling member monthly reports.

Member Activities:

1. Develop monthly report document.
2. Collect monthly reports from each VISTA member, review data and summarize for Program Director.
3. Train VISTA members on the organization's reporting requirements and support any reporting needs, escalating issues to appropriate leadership.
4. Support VISTA's in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise.
5. Conduct no fewer than 2 site visits per member to establish personal short and long-term goals for the year and provide guidance and support to assure strong outcomes for members.
6. Support the coordination of numerous events including September 11th National Day of Remembrance, Rev. Martin Luther King Jr. National Day of Service, Mayor and County Recognition Day for National Service, River Rescue and Earth Fest.
7. Develop and contribute social media content to CAC AmeriCorps social media outlets.
8. Support maintenance of CAC AmeriCorps website related to CAC AmeriCorps VISTA and its associated partner sites.
9. Facilitate the development and collection of Impact Narratives to be feature in blog posts and shared with VISTA.

Objective of the Assignment (8/12018 – 09/02/2019)

Support the CAC AmeriCorps Advisory Board

Member Activities:

1. Identify strong candidates to serve on the advisory committee and secure their commitment to participate when current member terms are complete.
2. Establish a rolling agenda for group and support facilitation
3. Utilize suggestions of the advisory committee to improve CAC VISTA programs community impact.