

VISTA Assignment Description (VAD)

Title: ETPRI VISTA Volunteer Program Coordinator

Sponsoring Organization: Knoxville Knox County Community Action Committee

Project Name: CAC AmeriCorps VISTA

Project Number: 17VSSTN007

Project Period: 03/04/2018 - 03/02/2019

Site Name (if applicable): East Tennessee Permaculture Research Institute (ETPRI)

Focus Area(s)

Primary: Healthy Futures

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: To steward established and initiated ETPRI programs that foster individual and household self-sufficiency and resilience a low income neighborhood, that develop a community of support and neighborliness, and that develop leadership skills and technical competency. Those programs include the SoKno Karma Farm, ETPRI's series of sustainability and self-sufficiency workshops, and ETPRI's Fellowship Program. Additional programmatic development that furthers the mission of ETPRI will be encouraged and welcomed. This assignment is to be done in collaboration with the on-site VISTA Resource Coordinator.

Objective of the Assignment (Period of Performance: August 2018- August 2019)

Develop volunteer opportunities for ETPRI.

Member Activity: 1. The mission of the SoKno Karma Farm is to nurture individual and community health by providing wholesome sustenance as well as space for learning, skill and knowledge development, and fostering positive social interactions. (A) Recruit volunteers as needed for garden expansion projects and general maintenance, which may include cultivation, sowing, and harvesting. (B) Coordinate with the VISTA Resource Coordinator so that she or he may schedule, organize, and promote ETPRI events related to the operations and production of the Karma Farm.

Member Activity: 2. The Sustainability and Self-Sufficiency Workshop Series informs and equips participants with the knowledge and skills useful for living a more sustainable, self-sufficient life. Topics include all aspects of home-based food production, healthy diets, and food preservation; strategies for resource conservation and efficient use of material items; and ecological systems and their functions as ecosystem services. (A) Collaborate with the other ETPRI staff and its Board members to develop and facilitate appropriate workshops. (B) Coordinate with the VISTA Resource Coordinator to recruit and collaborate with qualified, volunteer workshop leaders. (C) Collect and analyze participant data to assess the effectiveness of these events in fulfilling their objectives.

Member Activity: 3. The purpose of ETPRI's Fellowship Program is to nurture leadership in the area of sustainability through prolonged volunteer engagement carrying various responsibilities and commitment. Each person admitted into the program must agree to a minimum of four months with an average of no fewer than 10 hours per week of service. (A) Present and discuss with each of them the ETPRI Fellowship Program and its respective guidelines. (B) Collaborate with the VISTA Resource Coordinator in negotiating and drafting Memorandums of Understanding (MOU) with each of the selected ETPRI Fellows. MOUs define the desired knowledge and skill development for each respective Fellow, establish a set of responsibilities and project objectives to facilitate the acquisition of the defined knowledge and skills, and chart a path for successfully reaching the goals set forth. (C) Maintain frequent overview and assessment of their respective learning and accomplishment goals. (D) Coordinate with the Executive Director and the VISTA Resource Coordinator to develop an out-boarding process for fellows exiting the program.

Objective of the Assignment (Period of Performance: August 2018- August 2019)

To oversee the outreach efforts and develop a volunteer training system of the SoKno Karma Farm.

Member Activity: 1. The VISTA Volunteer and Program Development Coordinator will coordinate with members of the ETPRI Fellowship Program in developing a schedule of operations for the Karma Farm, to include the following tasks: (A) Garden bed maintenance and upkeep. (B) Seed sowing. (C) Harvesting schedule. (D) Creation and use of garden amendment materials, such as compost, compost tea, vermicompost, foliate sprays, etc. (E) Establishing and following an integrated pest management plan. (F) Upkeep of pathways and surrounding lawn.

Member Activity: 2. Collaborate with the VISTA Resource Coordinator in her or his efforts to promote activities of the Karma Farm.

Objective of the Assignment (*Period of Performance: August 2018- August 2019*)

To create systems for the recruitment and management ETPRI's volunteer corps, to include ETPRI Fellows and those for discrete portions of larger projects.

Member Activity: 1. The VISTA Volunteer and Program Development Coordinator will coordinate with the VISTA Research Coordinator to create advertising campaigns for volunteer opportunities at ETPRI through, but not exclusive to, the following media sources: (A) ETPRI website (B) ETPRI newsletter (C) ETPRI's Facebook page (D) Volunteer East Tennessee postings

Member Activity: 2. Develop script for pre-volunteer tours of facilities and operations.

Member Activity: 3. Create sustainable systems for maintaining records of all volunteer service hours and activities for reporting to AmeriCorps.