

## AmeriCorps\*VISTA Assignment Description (VAD)

### VISTA Member

<b>VISTA Project:</b> Parent Engagement Specialist		<b>VISTA Member Name:</b>	
<b>Site Name:</b> Girls Incorporated of Greater Indianapolis	<b>Assignment Area:</b> GEMS Summer Camp	<b>Date:</b> 1/29/10	

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p><b>Goal (from VISTA Project Plan):</b> The Girls Inc. VISTA project will develop operational systems that support the sustainability and efficiency of our new outreach model of service delivery, which is based on the development of neighborhood hubs. Over a three-year period, this project will engage volunteers to expand our educational programming to Central Indiana girls in four counties, preparing them to achieve financial self-sufficiency and escape poverty.</p>	
<p><b>Activity 1: Plan, implement, and oversee parent engagement strategies.</b></p> <p>Step 1: Assist summer camp coordinator in creating supply lists and purchasing necessary supplies.</p> <p>Step 2: Work with summer program specialists and coordinator to identify and schedule a parent event at the completion of GEMS</p> <p>Step 3: Plan and direct parent event, including explaining the events to the girls and helping them perform their roles.</p> <p>Step 4: Write and administer a parent survey the second/last week of GEMS..</p> <p>Step 5: Use survey data to evaluate the parent involvement strategies used this summer.</p>	June 10 –
Activity 1 Comments/Summary of Accomplishments:	<b>Activity 1 Completed (date):</b>
<p><b>Activity 2: Create a synopsis weekly newsletter for parents at the completion of each week of Camp GEMS.</b></p> <p>Step 1: Interview girls on their thoughts regarding camp programs, activities, and field trips.</p> <p>Step 2: Integrate girl ideas and writing into a newsletter that keeps parents informed about camp activities, invites them to participate in parent events, and maintains a friendly and professional tone.</p> <p>Step 3: Prepare newsletters for distribution by 4 p.m. on two Fridays.</p> <p>Step 4: Communicate with parents regarding status of accounts, payment due dates, and payment balances.</p>	June 10 –
Activity 2 Comments/Summary of Accomplishments:	<b>Activity 2 Completed (date):</b>

<b>VISTA Member Activities and Steps Checklist</b>	<b>Planned Period of Work</b>
<p><b>Activity 3: Along with program staff, evaluate Camp GEMS.</b></p> <p>Step 1: Compile data from parent and girl surveys</p> <p>Step 2: Compile data from staff and partner surveys</p> <p>Step 3: Prepare an evaluation report regarding the following aspects of camp(due August 6<sup>th</sup>):</p> <ul style="list-style-type: none"> <li>• Partnership</li> <li>• Girl Programs</li> <li>• Field Trips</li> <li>• Overall Success of girls (outcome based)</li> <li>• Staffing</li> <li>• Challenges</li> <li>• Strengths</li> <li>• Suggestions for next year</li> </ul>	<p>July 10 – August 10</p>

Recommended skills and qualifications include:

- Strong commitment to the missions of both Girls Inc. and AmeriCorps VISTA
- Excellent and professional writing and verbal communication skills
- Ability to work independently and as part of a team
- Ability to multitask and adapt in a dynamic environment
- Knowledge of basic technology equipment and applications (i.e. Microsoft Office), along with an ability and willingness to learn as required for position
- Bachelor’s degree in progress or completed preferred