

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Member

VISTA Project: Parent Engagement Specialist		VISTA Member Name:	
Site Name: Girls Incorporated of Greater Indianapolis	Assignment Area: 8-wk. Summer Camp	Date: 1/29/10	

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal (from VISTA Project Plan): 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>Activity 1: Plan, implement, and oversee parent engagement strategies for agency’s 8-week summer camp.</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 the most appropriate times to invite parents to observe activities and events.</p> <p>Step 3: Plan and direct parent events, including explaining the events to the girls and helping them perform their roles.</p> <p>Step 4: Write and administer a parent survey the first week of Inspired Girls.</p> <p>Step 5: Use survey data to evaluate the parent involvement strategies used this summer (week of August 2).</p>	<p>June 10 – August 10</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Activity 1 Completed (date):</p>
<p>Activity 2: Create an ongoing form of communication with parents (i.e., newsletter, publication, mailbox system, etc.).</p> <p>Step 1: Engage interested 12-14-year-old camp participants as “reporters” for the newsletter to generate story ideas.</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 four Fridays.</p> <p>Step 4: Communicate with parents regarding status of accounts, payment due dates, and payment balances.</p>	<p>June 10 – August 10</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Activity 2 Completed</p>

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	(date):

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