

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Member

VISTA Project: Photo Specialist	VISTA Member Name:	
Site Name: Girls Incorporated of Greater Indianapolis	Assignment Area: Development and Public Relations	Date: 1/22/10

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: Document summer camp activities through photos and stories. Step 1: Create schedule of programs and activities to document, in consultation with staff. Step 2: Take photos, tag, add to photo archive and maintain organized system of photos for staff to use.</p>	June –Aug 10
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date):
<p>Activity 2: Document summer outreach programs through photos and stories. Step 1: Create schedule of outreach programs and activities to document, in consultation with staff. Step 2: Take photos, tag, add to photo archive and maintain organized system of photos for staff to use.</p>	June –Aug 10
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date):
<p>Activity 3: Process older, archival photos. Step 1: Review hard copies of photos and those saved on CDs to determine which to save. Step 2: Verify salvageable ones are not duplicates of photos already in photo archive. Step 3: Scan in hard copies of photos/save digital versions, and tag photos in photo archival system.</p>	June –Aug 10
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (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
- Excellent photography 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