

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Member

VISTA Project: Summer Outreach Cultivation Specialist	VISTA Member Name:	
Site Name: Girls Incorporated of Indianapolis	Assignment Area: Programs	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: Prepare outreach materials for program delivery. Step 1: Assist summer outreach coordinator in creating supply lists and purchasing necessary supplies. Step 2: Prepare curriculum materials and handouts for program facilitators. Step 3: Work with summer outreach coordinator to organize, pack, and distribute all program materials to program facilitators. Step 4: Distribute marketing information for summer outreach to appropriate program partners. Step 5: Keep inventory of summer outreach supplies and inform summer outreach coordinator when supplies are low/need to be reordered.</p>	June 10 – Aug 10
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date):
<p>Activity 2: Evaluate summer outreach programs. Step 1: Observe/facilitate one-time workshops at program partner sites. Step 2: Analyze results of girl satisfaction surveys, as well as feedback from volunteer program facilitators. Step 3: Create and implement summer partner satisfaction survey and analyze results. Step 4: Prepare an evaluation report encompassing the following:</p> <ul style="list-style-type: none"> • Overall program quality • Girl results (outcome/attendance information) • Challenges/strengths • Suggestions for next year 	June 10 – Aug 10
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed

VISTA Member Activities and Steps Checklist	Planned Period of Work
	(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