

## AmeriCorps\*VISTA Assignment Description (VAD)

### VISTA Member

<b>VISTA Project:</b> Video Production Specialist	<b>VISTA Member Name:</b>	
<b>Site Name:</b> Girls Incorporated of Greater Indianapolis	<b>Assignment Area:</b> Development and Public Relations	<b>Date:</b> 1/22/10

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: Film, edit, and create 5-minute video for July fundraising event.</b>                      Step 1: Work with staff to create vision and plan for the video.                      Step 2: Film footage of event honorees and other video participants.                      Step 3: Edit and finalize based on feedback from staff.</p>	June –Aug 10
Activity 1 Comments/Summary of Accomplishments:	<b>Activity 1 Completed (date):</b>
<p><b>Activity 2: Create several brief (1-3 minute) videos of girls participating in the speakers bureau.</b>                      Step 1: Work with staff to create vision and plan for the videos.                      Step 2: Coordinate shooting schedule with video participants and shoot footage.                      Step 2: Edit and finalize videos based on feedback from staff.</p>	June –Aug 10
Activity 2 Comments/Summary of Accomplishments:	<b>Activity 2 Completed (date):</b>
<p><b>Activity 3: Film, edit, and create a video profiling our summer camp junior counselors.</b>                      Step 1: Coordinate video schedule with summer camp staff.                      Step 2: Interview and shoot footage of junior counselors.                      Step 3: Edit footage and finalize for website.</p>	June –Aug 10
Activity 3 Comments/Summary of Accomplishments:	<b>Activity 3 Completed (date):</b>

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 understand and communicate to a specific audience
- Knowledge and experience in digital video production
- Experience using Adobe Video Editing Suite
- 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