

VISTA Assignment Description (VAD)

Title: Volunteer Management/Community Closet VISTA

Sponsoring Organization: LifeBridge Community Services

Project Name: LifeBridge Community Services

Project Number: 19VSACT001

Project Period: 08/15/2021 - 08/13/2022

Site Name: LifeBridge Community Services

Focus Area(s)

Primary: Economic Opportunity

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The LifeBridge Community Services AmeriCorps VISTA project will build the capacity of our new Center for Youth Development, including expanding our Urban Scholars Program, building the capacity of family resources like the Community Closet. These areas will be dependent on volunteers. The Volunteer Management VISTA will primarily focus on recruiting, training, coordinating and recognizing volunteers serving in these areas.

Objective of the Assignment

Develop overall volunteer management system.

Member Activity (08/16/2021 - 10/31/2021): Review best practices for Volunteer Management using resources like the Council for Certification in Volunteer Administration and the Council on Accreditation.

Member Activity (08/30/2021 - 10/31/2021): Review existing systems and procedures.

Member Activity (10/01/2021 - 05/31/2022): Conduct focus groups and individual feedback sessions with current volunteers to gain an understanding of strengths and challenges in the volunteer program.

Member Activity (10/15/2021 - 02/01/2022): Set up systems to ensure that volunteers are recruited, screened, trained, supervised and recognized.

Objective of the Assignment

Develop recruitment and screening protocols that meet Council on Accreditation standards and reflect best practices.

Member Activity (10/01/2021 - 08/13/2022): Recruit and Place Volunteers in virtual and on-site placements to support the Community Closet and Urban Scholars Program.

Member Activity (11/01/2021 - 01/31/2022): Review existing volunteer and intern position descriptions. Update and develop volunteer and intern job descriptions.

Member Activity (10/15/2021 - 08/13/2022): Implement and adapt recruitment and screening procedures including virtual interviews.a.Review current volunteer application and update as needed.b.Develop online volunteer application.c.Online volunteer job posting sites.c.Newsletter articles d.Interview potential volunteers.e.Check references for volunteers.f.Coordinate background checks with the Human Resources Associate.

Objective of the Assignment

Develop systems and content for volunteer development

Member Activity (11/01/2021 - 08/13/2022): Determine training/development needs at initial intake, 30 day check-in, and annual review.

Member Activity (01/01/2022 - 03/15/2022): Adapt orientation and develop training modules for volunteers in partnership with VISTA team.

Member Activity (03/15/2022 - 04/15/2022): Develop training for regular volunteers to take on supervisory responsibilities for other volunteers.

Member Activity (03/01/2022 - 08/13/2022): Implement training, evaluate and make revisions as needed.

Objective of the Assignment

Develop recognition plan for volunteers.

Member Activity (01/15/2022 - 02/15/2022): Establish plans to conduct volunteer recognition activities including: thank you letters, special events, and social media messages.

Member Activity (01/01/2022 - 03/31/2022): Establish protocols for annual volunteer reviews, providing a formal one-on-one opportunity for volunteers to be thanked, their work to be recognized, and develop needs to be addressed.

Objective of the Assignment

Work with the VISTA team to help direct the overall project, assuring that the Center for Youth Development is meeting the needs of the target population.

Member Activity (11/01/2021 - 08/13/2022): In partnership with LifeBridge staff, work with an advisory group of beneficiaries.

Member Activity (11/01/2021 - 08/13/2022): Meet with the advisory group periodically to determine what is important to them, what is working, and to get input on the project.

Member Activity (08/30/2021 - 08/13/2022): Develop and implement surveys that capture impact of the Urban Scholars Program and Community Closet. Surveys will be developed by December 2021 and implemented throughout the year.

Member Activity (11/01/2021 - 08/13/2022): Develop and implement volunteer assessment tool that captures their volunteer experience, perspective on operations and client impact. Assessment tool developed by December 2021 and implemented throughout the year.

Objective of the Assignment

Develop marketing materials to highlight volunteerism at LifeBridge.

Member Activity (11/01/2021 - 07/31/2022): Create Social Media posts, updates for the website Volunteer page and contribute to newsletter articles.

Member Activity (06/01/2022 - 06/30/2022): Create a Volunteer Brochure in partnership with Marketing VISTA

Objective of the Assignment

Coordinate Community Closet Volunteer efforts.

Member Activity (09/01/2021 - 08/13/2022): Work with volunteers to improve existing systems and procedures within the Community Closet.

Member Activity (01/01/2022 - 05/31/2022): Work with volunteers to develop a plan to expand services with the Community Closet.

Member Activity (10/15/2021 - 08/13/2022): Train, schedule, and supervise volunteers within the Community Closet.