

VISTA Assignment Description (VAD)

VISTA Member Job Title: Project Coordinator
Sponsoring Organization: University of Central Florida Project Name: OSI AmeriCorps VISTA Project Project Number: 3425872 Project Period: August 1, 2016 – July 31, 2017
Subsite Name (if applicable): Volusia County Schools Homeless Education Program
Focus Area(s) Primary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Project: Volusia County Schools Homeless Education Program provides services to children and youth in grades PK-12 who are identified as meeting the federal educational definition of homelessness. These students face learning challenges due to their housing instability and limited financial resources. Over 2300 students were identified in the 2014-2015 school year.

The OSI AmeriCorps VISTA Project will support the Volusia County Schools Homeless Education Program by increasing their capacity to serve those students living in homeless situations. It will help ensure that homeless children and youth have access to the education & other services they need to meet the same challenging state achievement standards to which all students are held.

The primary goal will be to improve organizational capacity of the existing program. The position will improve community outreach and collaborations. It will do this by building and maintaining donor databases, development and implementation of surveys for families that evaluate effectiveness of services, and creation of newsletters and annual reports that capture all data and program information

Objective of the Assignment (*Period of Performance: On-going*):
Organize & Improve the Donor Base of the Homeless Education Program

Member Activities:

Step 1: Organize all donors who support homeless children and youth in Volusia County. Determine areas where they meet needs & then determine what needs are still unmet.

Step 2: Develop a database to track donors and what is given by each. Input all that information and keep it up to date.

Step 3: Do acknowledgment of donations and all recognition. Keep it up to date.

Objective of the Assignment (*Period of Performance: Ongoing*):

Increase Community Awareness of Homeless Children and Youth in Volusia County

Member Activities:

Step 1: Create a demographic database to use in developing newsletters/annual reports. Statistics in these reports will be used to educate the community. Maintain the database.

Step 2: Create graphs and charts from data collected on homeless children and youth to be used in presentations. Use these charts and graphs to develop Power Points to be shown to the public.

Step 3: Gather information about the Homeless Education Program in order to develop an Annual Report to be distributed. Research other reports available and create one for Volusia County. Assist in its distribution.

Objective of the Assignment (*Period of Performance: Ongoing*):

Increase Feedback Received from Homeless Families & Students in Volusia County Schools

Member Activities:

Step 1: Research evidence based survey options and work to develop a survey.

Step 2: Determine how to best implement the survey. Distribute to appropriate populations. Follow-up to make sure surveys are returned.

Step 3: Compile results and make recommendations. Evaluate its effectiveness.