

VISTA Assignment Description (VAD)

VISTA Member Job Title: Goodwill Industries of Central FL- BookWorks VISTA Member

Sponsoring Organization: University of Central Florida

Project Name: OSI AmeriCorps VISTA Project

Project Number: 3425872

Project Period: February 24, 2017-February 23, 2018

Subsite Name (if applicable): Goodwill Industries of Central FL- BookWorks

FocusArea(s)

Primary:Education

VISTA Assignment Objectives and Member Activities

Goal of the Program: The BookWorks program is designed to help foster a love of reading in children ages 3 to 6 years old. BookWorks volunteers read to pre-k through first grade aged children throughout schools in Central Florida. Ninety-five percent of the children served are from Florida State Title 1 schools, (schools with the highest percentages of children from low income families). Readers present each child with a “gently loved” book that has been cleaned and prepared with a nameplate, on the inside cover of the book. The program provides books to children that have none. It’s an opportunity for a child to begin building a library of age appropriate books at home, enticing them to want to read. The Vista’s primary responsibility will be to build the capacity of the program, by marketing participation to eligible schools, developing and overseeing training of volunteers, and improving procedures.

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

Supporting the program with special grants, donations and fundraising is vital for the success of the program. The Vista will work collaboratively with the marketing team to find resources and donors to help financially support BookWorks.

Member Activities:

Step 1: Research grants that would support BookWorks programming.

Step 2: Develop a list of possible donors for financial support of BookWorks. Writing and creating resources in support of this effort.

Step 3: Develop plan to recruit organizations or businesses to host book drives, collecting books for the program.

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

Each volunteer that reads to the classroom or processes books must be trained on proper procedure and process of preparing books. It is important the books that the children receive, meet our criteria.

Member Activities:

Step 1: The Vista will create training tools/procedures that will help volunteers understand the process of reading and processing books. Training is essential in order to provide quality books to the children. The Vista will be responsible for creating trainings, orientations and developing corporate volunteer groups.

Step 2: Create a plan for developing and recruiting readers and processors. They are critical to the success of the program, keeping and maintaining the proper amount of books available for the children. In addition, the Vista will promote the program to local civic groups and businesses, encouraging them to volunteer with BookWorks. Developing Social media content to build awareness and increase the numbers of volunteers is critical to the continued growth of the program.

Step 3: Develop a process to inventory prepared books, for volunteers to request books for classroom readings and coordinating the delivery of books to sites. Design a system to track donations to organizations that are not participating in the BookWorks program, however still receive gently loved books from Goodwill.

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

Data keeping is extremely important for the future of the program. Data helps us demonstrate to our stakeholders how we are growing the program and making a difference in our community. In addition, this data will help support the creation of grant applications. It is also important to encourage our volunteers to continue with the program, by showing our appreciation and gratitude for their service.

Member Activities:

Step 1: Developing and maintaining a data base of donated books and items.

Step 2: Work to onboard, train and schedule volunteers. Develop and maintain a directory of volunteers with pertinent information, as well as developing a newsletter communicating information such as, program news and volunteer spotlights. Preparing and recording hours for a volunteer report, to be distributed monthly to Volunteer Coordinator and Senior Leadership.

Step 3: Developing schedule of appreciation for volunteers. Source thank you items to be given to volunteers, purchase as required. Assist in logistics of an appreciation luncheon to be held in June.

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

Reviewing and improving the program yearly is important to the success of the program.

Member Activities:

Step 1: Assess all procedures/manuals evaluating if current processes are working at the best efficiency levels. Review with Volunteer Coordinator and make suggestions for improvements.

Step 2: Survey previous and current volunteers to review process, ascertaining if it is working and make suggestions for improvements.

Step 3: Review best practices for program sustainability. Document findings and discuss with the Volunteer Coordinator.