

VISTA Assignment Description (VAD)

VISTA Member Job Title: Program Assistant

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): The Supply Zone for Teachers

Focus Area(s)

Primary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Project:

The Supply Zone for Teachers VISTA Project will provide nonprofit capacity building services to benefit low-income students of Brevard Public Schools. With the support of VISTA, the Supply Zone will demonstrate increased effectiveness, increased sustainability, creation of collaborations, and an enhanced ability to provide social services. The VISTA project will help ensure that low-income students can meet academic achievement standards by helping them gain access to free school supplies.

Established in 1987, the Brevard Schools Foundation is the direct-support, non-profit organization which matches community resources with the needs of Brevard Public schools. Support may be in the form of financial contributions or in-kind gifts of goods or services. Brevard Schools Foundation solicits funds for Brevard Public Schools through grants and/or private resources. These supplement dollars, available through the school district, to provide the means for classroom teachers to undertake special projects not supported through existing budgets and programs. The Brevard Schools Foundation supports all 82 public schools in Brevard County encompassing over 72,000 students.

The Supply Zone's mission is to serve the educational and creative needs of children in Brevard Public Schools by providing free school supplies to teachers at high-poverty schools. During the first year of operation the Supply Zone served 1,004 teacher shoppers, reaching more than 14,000 students. On average, teachers received \$250 worth of supplies at each visit totaling more than \$240,500 of product distributed during the 2014-15 school year.

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

Create a sustainable data collection system for grant support. Data tracking is essential to securing the necessary grants to run the Supply Zone. The VISTA will work closely with management to gather data in an organized and visually appealing way.

Member Activities:

Step 1: Create surveys and data collection method that will meet grant requirements for current/ upcoming semesters and fiscal years.

Step 2: Establish and maintain a database for convenient access to teacher survey

data.

Step 3: Analyze and interpret data in reports for staff members to review. Summarize information through written and graphic mediums.

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

Work to expand resource development capacity of Supply Zone

Member Activities:

Step 1: Meet with other nonprofit and community organizations to identify potential donors and partners.

Step 2: Prepare and distribute materials; including but not limited to: press releases, video clips, and public documentation that demonstrates Supply Zone value and client base.

Step 3: Be an ambassador, plan to speak about community need and Supply Zone services and effect. Serve as an ambassador on behalf of the Supply Zone at a minimum of once per month. Train volunteers to be ambassadors.

Step 4: Build relationships and expand donor base.

Step 5: Prepare information to deliver through social media

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

Create a sustainable volunteer program that can be maintained with minimal oversight by program staff.

Member Activities:

Step 1: Attend local clubs and organizations to discuss current volunteer initiatives and goals.

Step 2: Train up to three volunteers who can co-manage various aspects of volunteer operations (i.e. outreach, volunteer scheduling, and volunteer tasks).

Step 3: Increase member participation and commitment to the Volunteer Guild, get people invested in the mission. Work with members to see how or if they want to be involved in major fundraising campaigns.

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

Help expand the Supply Zone's service reach by providing support for special activities and events.

Member Activities:

Step 1: Help build and contribute to a sustainable model for Supply Zone and Brevard Schools Foundation special events through planning, coordination, and execution of event activities.

Step 2: Assist with donor recruitment and outreach to secure necessary funds and materials for event success.

Step 3: Recruit, train, and manage volunteers specifically for special events.