

# Office of Student Involvement VISTA Leader Assignment Description

**Title:** Office of Student Involvement's AmeriCorps VISTA Leader (2)

**Sponsoring Organization:** Office of Student Involvement (OSI), University of Central Florida

**Project Name:** OSI AmeriCorps VISTA project

**Project Number:**

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

**Site Name (if applicable):**

**Focus Area(s)**

**Primary:** Education

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To help ensure that the AmeriCorps VISTA members are provided the necessary resources such as professional development, feedback sessions, mentorship opportunities and support to have a successful service year. The AmeriCorps VISTA Leader will expand the overall VISTA project by identifying new departments, centers, and organizations on or around UCF's regional campuses who would benefit from a VISTA member and building capacity around poverty-eradicating programs and services.

### Objective of the Assignment (*Ongoing*)

Develop and conduct orientation and training to equip VISTAs with knowledge and skills related to the project.

### Member Activities:

Step 1: Form a plan with supervisor for the on-site orientation and training (OSOT); gather orientation materials, draft agenda, secure presenters/facilitators, etc.; participate in the implementation

Step 2: Evaluate and report on the OSOT to the supervisor, defining changes to be made

Step 3: Identify learning needs of VISTAs and coordinate ongoing professional development; maintain professional development records for all VISTAs

Step 4: Facilitate and encourage peer learning among VISTAs

### Objective of the Assignment (*Ongoing*)

Enhance VISTA project and member effectiveness by facilitating the VISTA team, supporting team members in their work, and monitoring member monthly reports.

### Member Activities:

Step 1: Coordinate National Days of Service such as September 11th National Day of Remembrance, Rev. Martin Luther King, Jr. National Day of Service, Cesar E. Chavez Day

and AmeriCorps Week and regular whole team volunteer service activities.

Step 2: Conduct one-on-one monthly meetings via site visits with each VISTA member to review VAD goals, assess progress, address member needs, mentor, etc.

Step 3: Assist VISTAs in clarifying problems and creating their own solutions, involving the supervisor if the VISTA cannot resolve the issue otherwise

Step 4: Train VISTA members on the organization's reporting requirements and assist with reporting needs, escalating issues to appropriate supervisor

Step 5: Collect monthly reports from each VISTA member, review data and summarize for project coordinator

**Objective of the Assignment (*Ongoing*)**

Enhance VISTA project stability and sustainability.

**Member Activities:**

Step 1: Guide VISTA members in creating their own sustainability manuals to assist subsequent VISTAs with continuing project implementation

Step 2: Archive all significant materials created and document all procedures for implementing the project, for convenient future retrieval by organization staff, future VISTAs and VISTA leaders

Step 3: Suggest changes to the program based on challenges and successes VISTAs have experienced

Step 4: In collaboration with staff members, create and implement a written plan for project sustainability

**Objective of the Assignment (*Ongoing*)**

Expand OSI AmeriCorps VISTA project with orgs on or around UCF's regional campuses in Central Florida.

**Member Activities:**

Step 1: Research appropriate UCF departments/centers and nonprofit organizations at regional campuses not currently hosting an AmeriCorps VISTA and begin dialogue around accommodating one

Step 2: Develop action plan to include the VISTA members at the new respective service sites (subsites)

**Objective of the Assignment (*Ongoing*)**

Enhance VISTA project success by supporting recruitment and selection of high quality VISTAs to ensure project success.

**Member Activities:**

Step 1: Review VADs for clarity, accuracy and consistency and suggest improvements

Step 2: Research recruitment opportunities and promote position announcement through college and university avenues

Step 3: Suggest process for candidate assessment and evaluation that incorporates the VAD in the process

Step 4: Assist in screening applicants, setting up interviews and participate in interviews

Step 5: Work with OSI, UCF Human Resources, and subsites to onboard new AmeriCorps VISTA members