

Redwood Community Action Agency's AmeriCorps*VISTA Program

AmeriCorps*VISTA Assignment Description (VAD)

Please use this form only. Do not change this format except to add activities or steps according to your program workplan and needs. Use as many pages as you need.

VISTA Project: Big Brother Big Sister of the North Bay	VISTA Member Name:	
Site Name: Big Brother Big Sister of the North Bay	Assignment Area: Marin, Napa, Solano, Sonoma Counties	Date:

VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 1: In Marin, Napa, Solano and Sonoma County/City, there are over #7,000 children of incarcerated parents, many of whom need a caring and consistent adult in their lives. It is the goal of this project to develop and strengthen the capacity of local partner mentoring organizations, including faith-based entities, to serve children of incarcerated parents by cultivating a cadre of quality volunteers to serve as mentors to be matched to participating youth. During this three-year project VISTA members will educate the community regarding the need for mentors in an effort to increase the number of mentors matched to the youth participating programs to serve youth by recruiting, screening and referring mentors to appropriate program to assist in sustaining mentoring activities.	
Expected outcome: Vista members will become familiar with current and past project activities, policies, procedures including best practices, mentoring partnerships or collaboratives and community demographics. Vista member will develop and implement recruitment presentations and materials. Vista members, through training, will be able to articulate and adhere to BBBS Standards of Practice for mentoring programs.	
How will the data be tracked?	
Activity 1: The Vista member will review current and past mentor project activities, policies, procedures including best practices and mentoring partnerships or collaboratives. Step 1: Vista will read old recruitment and work reports to familiarize themselves with past project work	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: The Vista member will develop, building on existing information, recruiting presentation material suitable for public audiences. The Vista member will coordinate presentations with service clubs, colleges, universities, human service organizations, businesses, political bodies, and others to educate the community about the need for mentors for children of incarcerated parents. The Vista member will develop and build on existing partnerships with a broad cross-section of community and faith-based organizations. Step 1: Vista member will shadow a Counselor on recruitment events and presentations to get an idea of what is appropriate. Step 2: Vista member will review flyers and information that has been used before Step 3: Vista member will get lists of contacts to build on	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: The Vista member will receive training on BBBS mentoring programs, BBBS standards of practice and how to implement mentoring programs.	Activity projected completion by

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<p>Step 1: Vista member will train on the National online Learning Center</p> <p>Step 2: Vista member will sit with supervisor and coworkers to learn online database system and agency procedures</p> <p>Step 3:</p>	<p>(quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 4: Vista member will recruit, screen and refer potential mentors to the Intake coordinator.</p> <p>Step 1: After recruitment events, Vista member should forward inquiries to the Intake Coordinator</p> <p>Step 2: Vista member will take part in Counselor meetings to help screen mentors</p> <p>Step 3: Vista members will get assigned interviews of Mentees/Mentors</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Goal 2: To further enhance and encourage the development of positive, healthy relationships between mentors and mentees, a variety of events and activities will be developed and coordinated. The Vista member will organize community service, recreational, educational and cultural activities which will provide mentor-mentee matches with opportunities to build their relationships within a group setting and at no cost to the match or program.</p>	
<p>Expected outcome: Vista member will coordinate activities for the matches on a quarterly basis. Vista will also organize monthly Mentor mixers to keep Mentors engaged and give them support.</p>	
<p>How will the data be tracked? Monthly recruitment and activity reports</p>	
<p>Activity 1: Identify positive and healthy match activities by surveying mentors and their mentees</p> <p>Step 1: Send an email survey or do a phone survey to find out interests from matches</p> <p>Step 2:</p> <p>Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 2: Plan and organize schedule of activities and events for matches</p> <p>Step 1: Decide on different activities</p> <p>Step 2: Plan and budget the activity and then promote it</p> <p>Step 3: Organize staff to attend activity or event</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 3: Participate in Newsletter and email blast</p> <p>Step 1: Write newsletter articles when requested</p> <p>Step 2: Contribute to the monthly staff email blast</p> <p>Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 4: Document results and activities</p> <p>Step 1: report activities on monthly recruitment and activity report</p> <p>Step 2: report activities on Vista quarterly report</p> <p>Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>

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Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 3: In order to make mentoring more affordable and as an incentive for all those who choose to serve, the Vista member will develop community resources to be made available to matches to be utilized during their shared time together.	
Expected outcome: Vista member will set up collaborations with local vendors, museums, restaurants etc. to provide discounts for matches.	
How will the data be tracked?	
Activity 1: Survey matches to get an idea of places of business they are interested in. Step 1: Send an email survey or do a phone survey to find out interests from matches or talk to matches at match group activities. Step 2: Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: Create partnerships with local resources to ask for donations or discounts (partnering with Director of Corporate Relations). Approach local business for free resources. Step 1: Pinpoint particular places of business to contact Step 2: Present program and agency information to places of business Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Make resources available to matches Step 1: Create a flyer or match card that contains information on businesses that offer discounts Step 2: Distribute information to all matches with clear instructions on how to use Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Goal 4: In order to support the development of quality one-to-one relationships between mentors and their mentees, a series of comprehensive trainings, inclusive curriculum and study materials, will be developed and facilitated by the Vista member and BBBS staff.	
Expected outcome: Provide at least quarterly support or specialty trainings for Mentors and assist in putting on the Bi-annual monthly trainings.	
How will the data be tracked?	
Activity 1: Research existing trainings, inclusive of social, emotional, and academic approaches and approved activities, realistic expectations, risk management, resources etc. Step 1: Review trainings that are already in place Step 2: Observe Mentor trainings and support groups to gain more knowledge Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____

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<p>Activity 2: Update training curriculum Step 1: Update contact information for training Step 2: Make any changes to topics that need to be made or updated Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 3: Procure expert trainers, schedule speakers and promote trainings to Mentors Step 1: Contact speakers from past years or invite new ones based on feedback Step 2: Email and/or mail out training dates, location and other information to all Mentors required to attend training and/or the ones that would be interested in attending Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 4: Co-facilitate quarterly Mentor support groups, or specialty trainings along with Bi-annual Mentor training Step 1: Schedule and prepare for more frequent support or specialty group trainings Step 2: work with BBBS Program staff to plan and implement Bi-annual trainings Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>