

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: The Ink People – The Coffee Opp	VISTA Member Name:	
Site Name: The Ink People Center for the Arts	Assignment Area: Eureka, CA, Humboldt County	Date: 2/6/09

VISTA Member Activities, Plan and Steps		Planned Period of Work
Goal 1: <i>Sustainability of the service project without VISTA assistance.</i>		2010-2013
Expected outcome: Self-sufficient and self-sustained service program.		
How will the data be tracked? Tracking of population statistics of youth utilizing services to track program efficiency. Number of newly recruited youth and mentoring volunteers brought in by past volunteers. Proportion of funding from outside sources must be reduced to a percentage that can easily be replaced by alternative resource acquisition.		
Activities: What action steps are needed to accomplish this goal? <i>Examples:</i> 1. Conduct participant assessments 2. Develop/enhance some or all of the following literacy program components, tutoring, recruitment, and training 3. Update participant tracking database 4. Develop fundraising strategies and plan 5. Develop a system to evaluate the effectiveness of the literacy services 6. Create project materials and outreach literature		
Activity 1: Creation of a self-recruiting volunteer team structure. Step 1: Develop and test recruiting system that involves outgoing team members to self-replace. Step 2: Create a master list of volunteer/staff sources, such as StepUp and the high schools, which can be used to find further workers. Step 3: System structure made so outgoing teen volunteers become incoming mentor volunteers when still in area, with potential to recruit new student residents who have past service learning experience.		Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 1 Comments/Summary of Accomplishments: This activity will ensure that the program does not fail due to the need for fulltime volunteer recruitment staff, by creating a self-recruiting volunteer team.		Actual completion date: _____
Activity 2: Expansion of business activities bringing in revenue, and creation of a finance position to maintain long-term funding. Step 1: Tracking of retail sales to streamline products offered, using both quantifiable and qualitative data tracking. Step 2: Building a customer base for our teen service jobs, such as babysitting, and marketing these services to the community. Step 3: Creation of a position which tracks financial success and who can change the business plan to better serve our customers, therefore staying a self-sustainable program.		Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 2 Comments/Summary of Accomplishments: Finance tracking and management is imperative to the self-sustainability and success of The		Actual completion date: _____

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<p>Coffee Opp. By completing these tasks, The Coffee Opp will continue to be a viable business that serves the youth of the area, and continues to create a skilled workforce for our community and state as a whole.</p>	
<p>Activity 3: Implementation of a system to track performance data, that then is utilized by the volunteers, regular staff, and non-VISTA Manager.</p> <p>Step 1: Staff needs to be tracked for: performance, skill set increases, job retention, and employment success after leaving The Coffee Opp, and any further entrepreneurship they get involved in.</p> <p>Step 2: Non-staff youth using our space need to be tracked for: number of different youth participating, how they are most utilizing services, general population information on the teens (age, sex, ethnic background, and economic status), and a way to quantify the increases in their skill set and economic endeavors.</p> <p>Step 3: Tracking of success of workshops and event activities to further streamline our services to offer the most helpful programming to our population in need.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 3 Comments/Summary of Accomplishments: This will allow the future staff of The Coffee Opp to be fully able to see where changes need to be made in their program, as well as where they are succeeding.</p>	<p>Actual completion date: _____</p>
<p>Activity 4: Creation of a formalized business and service partner network catalogue that will support all Ink People DreamMaker programs.</p> <p>Step 1: Partner with local businesses that would like to have The Coffee Opp sell their items, and create a contract for the work relationship.</p> <p>Step 2: Partner with local businesses that want to promote DreamMaker services/events, or sell items made by The Coffee Opp members. Create a formal meeting time calendar for member sellers looking to retail in local shops.</p> <p>Step 3: Partner with the local non-DreamMaker youth service organizations to better integrate our services with theirs, make sure overlap is minimized, and create a more quality youth service network in the area. Create a catalogue of these service groups based on what they offer.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 4 Comments/Summary of Accomplishments: By creating more formalized economic and service relationships within the community, the future success and quality of The Coffee Opp and other Ink People DreamMaker programs is ensured.</p>	<p>Actual completion date: _____</p>