

VISTA Assignment Description (VAD)

Title: Program Specialist Vista
Sponsoring Organization: Feeding America Tampa Bay Project Name: Feeding Tampa Bay VISTA Project Project Number: 16VSSFL008 Project Period: mm/dd/yyyy – mm/dd/yyyy
Site Name (if applicable): Feeding Tampa Bay
Focus Area(s) Primary: Healthy Futures Secondary:
Note:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To increase meals in the community and assist in creating a hunger-free Tampa Bay by increasing capacity and strengthening our partnered program site through expanded knowledge, application, and new resources.

Objective of the Assignment

Work with program sites to fill gaps in knowledge and encourage best practices during their distributions

Member Activities:

1. Visit program sites to view distribution and find gaps in knowledge
2. Research and Develop Training tools materials to teach best practices for distributions
3. Schedule training sessions for program sites

Summary of Accomplishment: Assist a minimum of 3 program partner sites improve distribution

Objective of the Assignment

Assess and streamline internal processes for program distributions, in collaboration with FTB Programs Staff

Member Activities:

1. Learn and Assess Program Distribution processes with assistance from FTB Programs Staff
2. Make Recommendations for improved direct program distributions and present to FTB programs staff
3. Assist with execution of process improvement for Direct Program Distributions

Summary of Accomplishment: Improve 3 processes used in Program Distributions

Objective of the Assignment

Assist Programs Staff with launch of New Meal Program

Member Activities:

1. Participate in trainings for new Meal Program Sites
2. Assist in Coordinating Site Paperwork

Summary of Accomplishment: New Meal Program is launched and first year is completed.

Objective of the Assignment

Build Program Capacity through increased awareness

Member Activities:

1. Assess current program awareness in community
2. Research effective ways to raise community awareness
3. Create new toolkit covering effective ways to raise community awareness
4. Assist in raising program awareness using new toolkit, with help of FTB Staff

Summary of the Accomplishment: Increase in program services through higher program participation