

VISTA Assignment Description (VAD)

Title: VISTA Community Programs Specialist

Sponsoring Organization: Feeding America Tampa Bay

Project Name: Feeding Tampa Bay VISTA Project

Project Number: 16VSSFL008

Project Period: December 2019 – December 2020

Site Name (if applicable): Feeding Tampa Bay

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To increase the capacity of the Feeding Tampa Bay partner program sites by empowering them with the knowledge, tools and resources to expand the distribution of food to those who are food insecure within our 10 county territory. Increasing the program site capacity will allow our programs to reach more individuals who struggle with hunger.

Objective of the Assignment (period of Performance: December 2019 – December 2020)

Assess and streamline internal processes for the Afterschool Meal Program and Supplemental Feeding Summer Program into a common format.

Summary Accomplishments: Identify best practices for sites to move seamlessly between the two feeding programs.

Member Activity:

1. Learn current program requirements for each of the two programs.
2. Visit program sites to see programs in action and find gaps in knowledge and processes.
3. Development a tracking system of similarities and differences.
4. Create new streamlined format to be followed at each site
5. Research and develop training materials to teach best practices for meal service at each site.
6. Pilot best practices training sessions for program sites.

Objective of the Assignment (period of Performance: December 2019 – December 2020)

Assess and streamline internal processes for ordering, purchasing and delivering product for the school pantry program.

Summary of Accomplishment: Improve ordering and delivery process to schools.

Member Activity:

1. Learn and assess current processes and forms used to order and delivery product.
2. Evaluate food delivered to schools and how quickly it moves.

3. Create a tracking process for food movement.
4. Make recommendations for program improvement to ensure the right product mix is delivered.
5. Pilot new processes in school pantries.

Objective of the Assignment (period of Performance: December 2019 – December 2020)

Build program capacity through increased reporting and evaluation.

Summary of Accomplishment: Program reporting and execution is refined to increase program capacity.

Member Activity:

1. Asses current monthly reporting and procedures.
2. Research effective program evaluation.
3. Create electronic reporting plan for program sites to ensure timely receipt of necessary information.
4. Create addition reports to increase program awareness.
5. Make recommendations for reporting and program improvement