

VISTA Assignment Description (VAD)

Title: VISTA Program Capacity Specialist FTB

Sponsoring Organization: Feeding America Tampa Bay

Project Name: Feeding Tampa Bay VISTA Project

Project Number: 16VSSFL008

Project Period:

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 agencies 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 agency capacity will allow our agencies to reach more individuals who struggle with hunger.

Objective of the Assignment (period of Performance: XX-XX)

Educate program sites to fill gaps in knowledge and encourage best practices during their distributions. Summary of Accomplishment: Assist a minimum of 3 program partner sites improve distribution.

Member Activity:

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 to share best practices.

Objective of the Assignment (period of Performance: XX-XX)

Assess and streamline internal processes for SNAP capacity in collaboration with Feeding Tampa Bay Programs staff. Summary of Accomplishment: Improve 3 processes used in SNAP Application assistance.

Member Activity:

1. Learn and assess SNAP application assistance processes with assistance from Feeding Tampa Bay Programs Staff.
2. Make recommendations for improved SNAP application assistance and present to Feeding Tampa Bay Programs staff.
3. Assist with execution of process improvement of SNAP application assistance.

Objective of the Assignment (period of Performance: XX-XX)

Assist Programs Staff with launch of new centralized kitchen and back to work program. Summary of Accomplishment: New Kitchen is launched using back to work participants and meals are being made for the community.

Member Activity:

1. Assist in creating trainings for back to work participants.
2. Participate in trainings for back to work participants.
3. Assist in coordinating paperwork for centralized kitchen.

Objective of the Assignment (period of Performance: XX-XX)

Build My Mobile Market Capacity through increased awareness and effectiveness. Summary of Accomplishment: Increase in program services through higher program participation and ease of participation.

Member Activity:

1. Assess current program current state.
2. Stream line current program processes for ease of community participation
3. Assess current program awareness in community.
4. Research effective ways to raise community awareness and advertise program availability.