

# VISTA Assignment Description (VAD)

**Title:** VISTA Volunteer Specialist (Trinity Café)

**Sponsoring Organization:** Feeding America Tampa Bay

**Project Name:** Feeding Tampa Bay VISTA Project

**Project Number:** 16VSSFL008

**Project Period:** 8/2018 – 8/2019

**Site Name (if applicable):** Trinity Café

## 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: August 2018 – August 2019)

Recruit Volunteers – Summary of Accomplishments: Recruit an average of 5-10 new corporate volunteer groups each month and attend 1 community event each month.

#### Member Activity:

1. Respond to phone, electronic and in-person inquiries from potential and current volunteers to schedule and confirm visits.
2. Conduct research to assist with developing and implementing strategies.
3. Assist with developing and implementing new volunteer programs and projects to attract new volunteers.
4. Attend organization and volunteer fair events in the community to educate about Trinity Café's mission and recruit volunteers.

### Objective of the Assignment (period of Performance: August 2018 – August 2019)

Manage Volunteers. Summary of Accomplishments: Develop database of 10 skilled volunteers in 2 months and ensure a positive, meaningful volunteer experience for all volunteers.

#### Member Activity:

1. Assist with greeting, training and supervising volunteers at Trinity Café's on and off-site events.
2. Build relationships with current volunteers to determine and develop database of skilled volunteers.
3. Assist with developing and implementing more efficient volunteer operations processes.
4. Perform timely and accurate volunteer data entry.

5. Maintain consistent acknowledgement and follow-up letters to volunteers.
6. Assist with volunteer related event creation, implementation and follow-up.

**Objective of the Assignment (period of Performance: August 2018 – August 2019)**

Develop Volunteers – Summary of Accomplishments: Develop brand ambassador kit and engage 2 groups each month beyond volunteering.

**Member Activity:**

1. Assist with developing and implementing volunteer handbook, brand ambassador kit, and skilled volunteering program.
2. Assist with developing and implementing volunteer reward/recognition program.
3. Initiate volunteer engagement activities (ex: food drives, etc.).
4. Work with Development Team to steward volunteers to donors and long-term partners.

**Objective of the Assignment (period of Performance: August 2018 – August 2019)**

Document Volunteers – Summary of Accomplishments: Develop best practices manual.

**Member Activity:**

1. Develop a VISTA best practices manual for volunteer administration.
2. Document issues that could be helpful to future VISTA volunteer placements.