

VISTA Assignment Description (VAD) Template

Title: VISTA Volunteer Specialist
Sponsoring Organization: Feeding Tampa Bay Project Name: Feeding Tampa Bay VISTA Project Project Number: Project Period: 08/01/2017 – 08/01/2018
Site Name (if applicable):
Focus Area(s) Primary: Healthy Futures Secondary: Obesity and Food
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

VISTA Assignment Objectives and Member Activities

Goal of the Project: To build capacity of agency partners that serve seniors in Tampa Bay. Through this goal more emergency food will be provided to seniors in need, and agencies involved will be better able to serve the community.

Objective 1: Recruit Volunteers (08/01/2017 – 08/01/2018)

Activities:

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 volunteer recruitment 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 FTB mission and recruit volunteers.

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

Objective 2: Manage Volunteers (08/01/2017 – 08/01/2018)

Activities:

1. Assist with greeting, training and supervising volunteers at FTB facility 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 acknowledgment and follow-up letters to volunteers.
6. Assist with volunteer related event creation, implementation and follow up.

Summary of accomplishments: Develop database of 10 skilled volunteers in 2 months and ensure a positive,

meaningful volunteer experience for all volunteers.

Objective 3: Develop Volunteers (08/01/2017 – 08/01/2018)

Activities:

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 transition volunteers to donors and long-term partners.

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

Objective 4: Document Volunteer Activity & Engagement (08/01/2017 – 08/01/2018)

Activities:

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

Summary of accomplishments: Develop best practices manual.