

VISTA Assignment Description (VAD)

Title: WAFCC VISTA Leader

Sponsoring Organization: Wisconsin Association of Free & Charitable Clinics, Inc

Project Name: Wisconsin Association of Free & Charitable Clinics, Inc

Project Number: 17VSNWI004

Project Period: 03/05/2017 - 07/20/2019

Site Name (if applicable): Wisconsin Association of Free & Charitable Clinics

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Goals:1. Communicate regularly with VISTA members.2. Provide resources and support to VISTA members3. Organize professional development opportunities for VISTA members.4. Assist with collection of and editing of reports5. Help recruit VISTA members6. Foster support for the WAFCC VISTA programsWAFCC's mission is to support, strengthen, and advocate for the uniqueness of the Wisconsin free and charitable clinics, the patients they serve, and the communities with whom they partner. Help build the capacity of WAFCC and host-sites and to raise awareness and while developing resources to combat poverty and the substance abuse epidemic.

Objective of the Assignment (*Period of Performance: Ongoing*)

Communicate regularly with VISTA members

Member Activity: Coordinate member monthly check-ins with Executive Director and Standards Manager via Google Hangouts or in person meetings

Member Activity: Coordinate site visits to assess progress with Executive Director and Standards Manager, within four months of the VISTA member beginning service

Member Activity: Update and monitor VISTA project; utilize Facebook page and develop online presence using other social media

Member Activity: Answer member questions and direct them to appropriate resources

Member Activity: Provide information on grants, trainings, and other resources

Member Activity: Announce relevant trainings, conferences, workshops, and seminars; coordinate funding and travel as needed

Member Activity: Address VISTA member requests for trainings in collaboration with Executive Director and Standards Manager

Member Activity: Connect sites with other statewide resources

Member Activity: Distribute monthly VISTA member & VISTA host site newsletter; solicit contributions, write regular column, research resources, and/or contact alumni for submissions

Member Activity: Check in one-on-one with VISTA members on a regular basis

Member Activity: Survey VISTAs periodically on their satisfaction; design programming and team-building activities as need; seek funding when applicable

Objective of the Assignment (*Period of Performance: Ongoing*)

Provide resources and support to VISTA members

Member Activity: Help to develop and distribute VISTA member binders

Member Activity: Assist with relocating VISTA members

Member Activity: Help guide VISTA member VAD progress

Member Activity: Design recognition materials for VISTA members (letter from State Superintendent, certificates, etc.).

Member Activity: Collect, compile, and share VISTA member created resources on the Google Site and other ways

Member Activity: Develop online scavenger hunt for VISTAs to discover relevant websites and online resources (including WAFCC, member clinics, VISTA campus, CNCS, DPI EHCY, etc.)

Member Activity: Manage VISTA member Google site

Member Activity: Manage VISTA Google Community to foster connections between members

Member Activity: Work with VISTAs to develop End of Year (EOY) presentations at each site to share successes and results with the site and greater community

Member Activity: Attend EOY presentations if possible; coordinate for Executive Director and Standards Manager to attend EOY presentations

Objective of the Assignment (*Period of Performance: Ongoing*)

Organize professional development opportunities for VISTA members.

Member Activity: Work with Executive Director and Standards Manager to develop VISTA member on-boarding training session and binder

Member Activity: Organize topical web conferences on monthly themes: branding, evaluation, media relations, grant writing, sustainability, Life After VISTA, volunteer management, and etc.

Member Activity: Organize monthly Book Club; research books on social justice, health care, leadership, etc; develop VISTA member study guides; seek sponsorships and donations for Book Club.

Member Activity: Recruit VISTA members to help facilitate webinars focused around problem solving and strategizing

Member Activity: Tap into WAFCC Board of Directors, Committees, Volunteers, and Host Sites with expertise to help lead webinars and offer professional development

Member Activity: In collaboration with VISTA members, help to organize and facilitate a VISTA book group or movie club around relevant media

Member Activity: Promote (and attend) statewide training and conference opportunities as applicable

Member Activity: Work with Standards Manager to organize and facilitate end-of-year Recognition event for VISTA members

Objective of the Assignment (*Period of Performance: Ongoing*)

Assist with collection of and editing of reports.

Member Activity: Review monthly and quarterly reports and document requests for training, challenges, and successes

Member Activity: Provide email or phone feedback on all reports in a timely fashion

Member Activity: Share VISTA member accomplishments and resources with all members

Member Activity: Help edit quarterly reports with Executive Director and Standards Manager

Member Activity: Help collect and review data for Progress Report

Member Activity: Help develop and distribute member evaluations annually

Member Activity: Help develop and distribute surveys/interviews

Objective of the Assignment (*Period of Performance: Ongoing*)

Help recruit VISTA members

Member Activity: Develop brochures and flyers to promote available positions; update website and social media as applicable

Member Activity: Promote VISTA projects at job fairs, conferences, and college/university career centers

Member Activity: Market VISTA openings through Idealist, Facebook, and other online recruiting tools

Member Activity: Promote positions within WAFCC network; social media and word of mouth. Work with host-sites to promote within their networks

Member Activity: Distribute project information to all candidates

Member Activity: Help ensure candidates' information is complete throughout selection process

Member Activity: Set up screening calls with all potential candidates to share information on project and expectations; coordinate with Executive Director's schedule

Member Activity: Participate in interviews with Executive Director, Standard Manager, and/or site supervisors as needed

Member Activity: Distribute information binder to all candidates before service

Member Activity: Help recruit replacement VISTA Leader

Objective of the Assignment (*Period of Performance: Ongoing*)

Foster support for the WAFCC VISTA programs

Member Activity: Research grants to support program work

Member Activity: Generate in-kind donations for VISTA members including gift cards (food and fuel).

Member Activity: Connect with host sites to develop network of support for VISTA project and members

Member Activity: Ask host-sites to contribute to the VISTA monthly newsletter

Member Activity: Meet with WAFCC Executive Director at least quarterly

Member Activity: Conduct resource mapping of WAFCC and host-site resources and assets

Member Activity: Participate in VISTA project evaluation by helping to conduct phone surveys with former VISTA sites and recruit current VISTA members to participate

Member Activity: Participate in all Supervisor meetings and teleconferences

Member Activity: Attend VISTA sponsor network events

Member Activity: Develop a collaborative network with other Wisconsin VISTA sites projects

Member Activity: Work with Executive Director and Standards Manager to implement VISTA project advisory panel. Sit on VISTA project advisory board.

Member Activity: Present at annual Membership Meeting on updates of VISTA project, including EOY (end-of-year) presentation

Member Activity: Create asset map of statewide mentoring programs

Member Activity: Create program promotion materials, videos, and etc.