

VISTA Assignment Description (VAD)

Title: 2024-2025 WAFCC VISTA Leader

Sponsoring Organization: WISCONSIN ASSOCIATION OF FREE & CHARITABLE CLINICS, INC.

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

Project Number: 22VSEWI001

Project Period: 12/31/2023 - 12/28/2024

Site Name: Wisconsin Association of Free and Charitable Clinics

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: 1. Communicate regularly with VISTA members. 2. Provide resources and support to VISTA members. 3. Organize professional development opportunities for VISTA members. 4. Assist with collection of and editing of reports. 5. Help recruit VISTA members. 6. Foster support for the WAFCC VISTA programs- WAFCC'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. 6. 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

Communicate regularly with VISTA members.

Member Activity (01/01/2024 - 12/28/2024): Member Activity: Coordinate member monthly check-ins with Executive Director and WAFCC Managers via Google Hangouts or in person meetings. Member Activity: Coordinate site visits to assess progress with Executive Director and WAFCC Managers, 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, training, 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 training in collaboration with Executive Director and WAFCC Managers. Member Activity: Connect sites with other statewide resources. Member Activity: Distribute monthly VISTA member; VISTA host site newsletter; solicit contributions, write regular columns, 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 needed.

Objective of the Assignment

Provide resources and support to VISTA members.

Member Activity (01/01/2024 - 12/28/2024): 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 WAFCC Managers to attend EOY presentations.

Objective of the Assignment

Organize professional development opportunities for VISTA members.

Member Activity (01/01/2024 - 12/28/2024): Member Activity: Work with Executive Director and WAFCC Managers 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 sponsorship and donations for Book Club. Member Activity: Recruit VISTA members to help facilitate webinars focused around problem solving and strategy. 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 WAFCC Managers to organize and facilitate end-of-year recognition events for VISTA members.

Objective of the Assignment

Collaborate with VISTA Members in collection of and editing reports.

Member Activity (01/01/2024 - 12/28/2024): 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 WAFCC Managers. 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.