

VISTA Assignment Description (VAD)

Title: Outreach Coordinator VISTA - GCKH

Sponsoring Organization: United Way of Escambia County

Project Name: Strengthening our Community by Aligning Systems

Project Number: 16VSSFL002

Project Period: 06/11/2017 - 08/04/2018

Site Name (if applicable): Gulf Coast Kid's House

Focus Area(s)

Primary: Healthy Futures

Secondary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Project: Create sustainable infrastructure, outreach, and volunteer recruitment efforts that will support child advocacy and child abuse prevention education in Escambia County.

Objective of the Assignment (*Period of Performance: February 2017- February 2018*)

The primary responsibility of the OCV is to manage the recruitment and placement of volunteers, program development and sustainability, and collaborate with community partners and businesses to develop additional programs and initiatives. The OCV will report to the Executive Director and work in partnership with GCKH staff and board members to ensure success of education based community work that GCKH engages in or helps facilitate. 15- Number of community volunteers recruited by organizations or participants. 100- Number of staff and community volunteers that received training. 1500- Hours of service contributed by community volunteers who were managed. 1500- Number of new beneficiaries from targeted populations in each of 6 Focus Areas.

Member Activity: Coordinate volunteer recruitment, data collection and reporting, and coordination. Step 1: Create and publish a database to include volunteer contact information and availability. Step 2: Develop strategic plan for the volunteer program to include policies and procedures for volunteer management as well as data collection and management. Step 3: Collaborate with the Executive Director with strategic plan and begin implementation.

Member Activity: Collaborate with the Escambia County School District to increase access to child abuse prevention courses. Step 1: Become familiar with programs/services being provided in the area through other organizations, businesses, nonprofits, and governmental entities. Step 2: Research how to fill gaps, and collaborate with Escambia County School District's scheduled classes, education and outreach programs, workshops, classes, and other community events. Step 3: Create and publish a database for these programs to include participant contact information and scores. Step 4: Collaborate with School District personnel to conduct training regarding access to and implementation of child abuse prevention programs. Responsibilities will include leadership, facilitation, and participation in workshops, presentations, classes and community event support.

Member Activity: Coordinate and assist in prevention programs. Step 1: Volunteer recruitment, coordination, training, and management of established programs. Step 2: Track and report results, and develop strategies for improving sustainability. Step 3: Create and develop plans for new prevention curricula and support in grant and communication efforts.

Member Activity: Collaborate with the Outreach Director on communication strategies to keep community partners engaged through regular emails or web-based social media. Step 1: Create community-wide marketing plan. Step 2: Develop process and track progress of the effects of the marketing used. Document procedures for future implementations. Step 3: Create multi-media advertisements, brochures, press releases, etc. for programs.