

VISTA Assignment Description (VAD) Template

Title: Linkage Specialist
Sponsoring Organization: New Day Youth & Families Project Name: Life Skills Academy & Drop-in Center Project Number: Project Period: 09/1/2018-8/31/19
Site Name (if applicable): Life Skills Academy and Drop-in Center
Focus Area(s) Primary: System design for management and evaluation of project operations Secondary: Volunteer and donations solicitation
Note:

VISTA Assignment Objectives and Member Activities

Goal of the Project:

New Day has two areas of the organization that are growing rapidly and need some additional capacity building support. In October, we will open a youth-driven, community collaborative drop-in center which will seek to create a safe place for young people (ages 16-22; many of whom are experiencing homelessness) to develop positive connections, and safely express themselves while having easy access to items related to their basic needs, medical and behavioral healthcare, employment services, educational supports, legal aid, and positive youth engagement activities. The goal of the VISTA volunteer will be to provide support and help guide the creation of procedural systems, evaluative tools, and day to day processes to enhance internal support around the 2 growth areas of our agency, the Drop-in Center and the Life Skills Academy. The growth of these 2 programs has opened the door for many new opportunities and has provided a platform for enriched community connections and intentional community engagement efforts.

Objective of the Assignment

By August 31, 2019, develop systems of collaborative communication for partner organizations, policies and procedures, program development and systems of tracking program outcomes at the drop-in center.

Member Activities:

1. Research effective methods of collaborative communication specific to drop-in center program functionality.
 - a. Review and become familiar with New Day and Warehouse 508 policies and procedures, as well as current systems of communication.
 - b. Participate in the collaborative development of a shared mission, vision and community principles/agreements with Warehouse 508 and partners.
 - c. Design systems to maintain strong partnerships including, by not limited to, communication.
2. Participate in the development of program model, activities and policies/procedures for the drop-in center.
 - a. Review and become familiar with Drop-in Center proposal, contracts, scope of work and evaluation requirements.
 - b. Research other drop-in center models nationwide to identify evidence-based or promising practices as well as policies and procedures that are in alignment with New Day's values and theoretical framework .

- c. Research meaningful methods of program evaluation for target population and program by October 15th 2018. Assist in the development and implementation of program evaluation methods.
- 3. Solicit donations for New Day programs
 - a. Familiarize self with current processes for donation solicitation and sources of donations.
 - b. Identify 5 new sources for donations.
 - c. Support New Day staff with donation sorting, tracking and organizing at respective sites on an ongoing and as needed basis.

Objective of the Assignment (9/1/2018 – 8/31/2019)

As the Life Skills Academy (LSA) grows, services and supports for the young people expand and opportunities become more rich. By August 31, 2019, in collaboration with the LSA team, VISTA will foster current and build new community partnerships (i.e. LSA Instructors, Employers of Interest, etc.), will further develop learning opportunities in at least 2 of the 7 Life Skill Domains, including Employment and Career Exploration and Education for Life, and will partner with the young people and New Day staff as we continue to build community within the walls of the LSA and with the valuable partners out in our community, always with the continued goal of building up and rolling out a framework that provides opportunities for success for all young people through positive connections with others (peers, staff, Community LSA Instructors, etc.), through learning and practicing life skills, and through building inner wealth.

Member Activities:

- 1. With support from the LSA team, VISTA will assist with the organization and planning of on-going community events at the LSA
 - a. Monthly- Will assist with organization of LSA Social; will connect with individuals, agencies, community groups, etc. to set up catering opportunities and sales at local community events for the I'd Eat That! Kitchen
 - b. Quarterly-Will organize and coordinate Career Exploration and College Readiness opportunities (i.e. speaker panels, job fair, resource fair, opportunities at local universities and vocational schools, etc.); will assist with outreach for event attendance (creation of flyers, flyering, tabling events, etc.)
- 2. With the guidance and support of the LSA Coordinator, VISTA will assist with maintaining and updating the LSA Calendars.
 - a. Will assist with updating and maintaining the monthly General LSA Calendar and assist with communication and recruitment of (scheduling, confirmation, changes, etc.) Community LSA Instructors.
 - b. Will assist with updating and maintaining the on-line Community Calendar to increase access to/awareness of local events to enhance community engagement opportunities for young people
- 3. Seek donations for weekly LSA classes, courses, and monthly events.
 - a. Nutritional snacks to provide for all young people in the community space at LSA
 - b. Identify local restaurants, stores, etc. and foster existing community connections to organize food donations for community events and activities and to collect nutritional snacks for all young people in the community space at the LSA.