

VISTA Assignment Description (VAD) Template

Title: Linkage Specialist
Sponsoring Organization: New Day Youth & Family Services Project Name: Training and Data Support Project Number: Project Period: 09/1/2018-8/31/19
Site Name (if applicable): Main Office
Focus Area(s) Primary: Training and data support Secondary: Volunteer and donations solicitation and management
Note:

VISTA Assignment Objectives and Member Activities

Goal of the Project:

Work with Director of Operations and Director of Administration to develop a comprehensive training calendar with diverse training opportunities that meet funding requirements and support the values and approach of New Day. Additionally, develop systems to move from paper files to a fully electronic system that includes appropriate reporting and quality assurance checks are in place.

1. Objective of the Assignment

By August 31, 2019 a comprehensive training calendar and resource system for trainings will be completed and duplicable to utilize for future years.

Member Activities:

1. Review/update current training requirements for all programs
2. Work with program managers to identify training goals and methods
 - A. Identify Jumpstart trainings
 - B. Identify rotation of core trainings
 - C. Identify trainings that currently we do not have resources to provide access
3. Identify a method for each training topic
4. Layout a general training timeline
5. Line up trainers and resources for 3 months at a time of training
6. Develop implementation plan for Jumpstart
7. Identify/develop all Jumpstart trainings
8. Develop all support documentation for Jumpstart trainings
9. Develop evaluation tools for trainings

2. Objective of the Assignment

By August 31, 2019 all cleanup from paper files will be complete and reporting tools and process for updating data base will be in place

Member Activities:

1. Scan back log of files
2. Work with Data Coordinator to support in updating and managing the new Efforts to Outcomes system New Day purchased.

3. Meet with programs to identify changes that need to be made
4. Build new forms from current paper forms not yet in the system.