

VISTA Assignment Description (VAD) Template

VAD Elements:

Goal of the project:

The long-term aim of the project.

- Reflects the project's poverty mission
- Summarizes a set of outcomes
- Addresses sustainability
- Provides context
- Is realistic, given the time frame
- The goal needs statement needs to be very clear that the VISTA Member will be working to build a sustainable program that will move people out of poverty.

(Sample Goal Language)

The (service position title) VISTA Member will build the capacity of (project or sub-site) by developing and implementing (capacity building activity) for (low-income service recipients/poverty mission of the project) in (city/county), KY. As a result of the VISTA Member's service, (outcomes from focus area) and (capacity building outcome).

Objective of the assignment:

Concrete attainments that can be achieved by following a certain number of steps. Each Objective should include completion dates. The objectives should bridge between your goal statement and the VISTA activities.

First objective of this assignment, written in a sentence or two.

- Aligns with the goal statement
- Articulates what the VISTA will achieve
- Describes something you can measure
- Includes a realistic completion date (short term or medium term)

Member activities:

Member activities should answer the questions: *How will that happen? How will the VISTA Member accomplish the objective? What is the focus of VISTA activities for this site and this capacity goal during the proposed project year?*

The steps to be followed to attain the stated objective.

- *Activity 1 that will contribute to accomplishing the first objective.*
 - *Smaller element that's part of the first activity.*
 - *Another element of the activity.*
- Outline specific steps to achieve objective
- Mirror project's performance measures
- Reflect the skills/competencies a VISTA member would need to complete the activities
- Focus on capacity building
- Are not direct service
- *Activity 2.*

Suggested action verbs to use:

Analyze	Assess	Build	Collect	Communicate
Compile	Create	Develop	Engage In	Ensure
Establish	Evaluate	Generate	Identify	Implement
Launch	Market	Plan	Present	Promote
Recruit	Refine	Research	Secure	Update

Additional guidance:

- The VAD is both a position description that should be used during the recruitment of your members and a work plan that should be used to assess their performance.
- The VAD takes the milestones/performance measures you've identified in your project application and translates them into a realistic set of activities.
- And finally, the VAD is a road map, a tool your members will use throughout their service term to achieve the overall goals of the project.

VISTA Assignment Description (VAD)

Title: _____ (VISTA must be in the title) <i>(i.e. VISTA Community Engagement Coordinator)</i>
Sponsoring Organization: Homeless + Housing Coalition of Kentucky Project Name: Homes for All VISTA Project Number: 16VSSKY001
Site Name:
Focus Area: Economic Opportunity

VISTA Assignment Objectives and Member Activities
Goal of the Project:

Objective of the Assignment MM/DD/YY – MM/DD/YY (_____)

Member Activities:

1. First activity that will contribute to accomplishing the first objective.

a. Smaller element that is part of the first activity.

b. Another element of the activity.

2. Activity 2

a. Smaller element that is part of the second activity.

b. Another element of the activity.

3. Activity 3

a. Smaller element that is part of the third activity.

b. Another element of the activity.

Objective of the Assignment MM/DD/YY – MM/DD/YY (_____)

Member Activities:

2. First activity that will contribute to accomplishing the first objective.

c. Smaller element that is part of the first activity.

d. Another element of the activity.

4. Activity 2

a. Smaller element that is part of the second activity.

b. Another element of the activity.

5. Activity 3

a. Smaller element that is part of the third activity.

b. Another element of the activity.

Objective of the Assignment MM/DD/YY – MM/DD/YY (_____)

Member Activities:

3. First activity that will contribute to accomplishing the first objective.

c. Smaller element that is part of the first activity.

d. Another element of the activity.

6. Activity 2

a. Smaller element that is part of the second activity.

b. Another element of the activity.

7. Activity 3

a. Smaller element that is part of the third activity.

b. Another element of the activity.