**VISTA Assignment Description (VAD) Template**

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| **Title:** Does the VAD have a distinctive and descriptive title?  Does the title include the word VISTA?  Does the title describe the VISTA’s role (Outreach Coordinator, Volunteer Manager)? |
| **Sponsoring Organization:**  **Project Name:**  **Project Number:**  **Project Period:**  mm/dd/yyy – mm/dd/yyyy |
| **Site Name (if applicable):** |
| **Focus Area(s)** Do these focus areas match what is stated in the application narratives and performance measures?  **Primary:**  **Secondary:** |

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| **VISTA Assignment Objectives and Member Activities** |
| **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), TN. As a result of the VISTA Member’s service, (outcomes from focus area) and (capacity building outcome). |
| **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)*: 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: 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.*   **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)*:**  *Second objective of this assignment, written in a sentence or two.*  **Member Activities: The steps to be followed to attain the stated objective.**   * *Activity 1* * *Activity 2* * *Activity 3*   **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)*:**  *Third objective of this assignment, written in a sentence or two.*  **Member Activities: The steps to be followed to attain the stated objective.**   * *Activity 1* * *Activity 2* * *Activity 3* |

Additional information

VADs are written per year, per assignment. For example, a three-year project will require three separate VADs.

VADs do not have a set number of required Objectives or Member Activities.

**Action Verbs to be used in Objective of the Assignment:**

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

**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? Refer to the application instructions pages 16-17 for examples of service activities.

Final Thought

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.