

## AmeriCorps\*VISTA Assignment Description (VAD)

<b>VISTA Title:</b> Parent and Community Engagement VISTA
<b>Site Name:</b> Heart of the City (HOTC)

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p><b>Goal of the Project:</b> (one sentence) Engage 75 community volunteers and partners through training to provide workshops, seminars, and events that provide our youth and their families learning opportunities outside of soccer</p>	
<p><b>Objective of the Assignment:</b> Coordinate parent and community engagement with current and new partners</p> <p>Step 1: Identify needs within the youth and families served by HOTC through surveys, parent meetings, community research, etc. Step 2: Meet with current partners to discuss opportunities for additional collaboration Step 3: Identify potential new partners and explore opportunities for collaboration Step 4: Complete a community needs assessment</p>	<b>Nov 2017 – Jan 2018</b>
<p><b>Objective of the Assignment:</b> Identify new opportunities and coordinate seminars and events to meet the needs of our youth and their families</p> <p>Step 1: Work with partner organizations and volunteers to create a monthly schedule for youth and parent events Step 2: Create tracking tool to monitor attendance at events Step 3: Create pre/post survey assessment tool Step 4: Post-event write-up for use on social media, blog, etc.</p>	<b>Nov 2017- Oct 2018</b>
<p><b>Objective of the Assignment:</b> Prepare marketing materials, including promotional and hand-outs, for each community engagement opportunity</p> <p>Step 1: Create and implement a targeted marketing plan to increase event/seminar attendance Step 2: Collaborate with organizations and volunteers to provide hand-outs and other materials as necessary</p>	<b>Dec 2017- Oct 2018</b>
<p><b>Objective of the Assignment:</b> Build a larger network of service providers that we can connect our families to when they have a need</p> <p>Step 1: Compile resources available within the Waukegan Step 2: Train HOTC staff and key volunteers on using and Step 3: Disseminate to parents through parent meetings</p>	

