

VISTA Assignment Description (VAD) Template

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/yyyy – mm/dd/yyyy
Site Name:
Focus Area Do these focus areas match what is stated in the application narratives and performance measures? (Education, Healthy Futures, Economic Opportunity)

VISTA Assignment Objectives and Member Activities

Goal of the Project: The long-term aim of the project. (750 max characters)

- 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.

Expected dates of completion (mm/dd/yyyy – mm/dd/yyyy):

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:
Expected dates of completion (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:
Expected dates of completion (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.

TASK VAD must have a minimum of three (3) Objectives and Member Activities.

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?

Suggested action verbs to be used in the Objective and member activities 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

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.