

VISTA Assignment Description (VAD)

AmeriCorps VISTA: Luis Cesar Mata	
Member ID: 1290514	Effective Dates: 04/22/2016 - 04/21/2017
Title: McAllen Welcomes New Americans: Volunteer and Data Coordinator	
Sponsoring Organization: Catholic Charities USA Project Name: CCUSA New Americans Project Number: 15VSANJ007 Project Period: 09/06/2015 - 10/29/2016	
Site Name (if applicable): Humanitarian Respite Center	
Focus Area(s) Primary: Economic Opportunity Secondary:	

VISTA Assignment Objectives and Member Activities

Goal of the Project: The VISTA has three goals:1. To develop a sustainable volunteer program2. To develop and implement outcome measures for the Center3. To update the Respite Center's website

Objective of the Assignment (*Period of Performance: April 20-October 31, 2016*)

Based on evaluation of the organization's current capacity and needs, develop and implement volunteer coordination program. Develop plan to increase community support and stakeholder interest in Humanitarian Respite Center.

Member Activity: 1. Develop volunteer coordination plan and timeline. Streamline recruitment and application processes. 2. Work with staff to create volunteer job descriptions and comprehensive program policy and procedure manual. 3. Create a virtual and onsite orientation program for new volunteers.

Member Activity: Recruit and coordinate at least 5 community volunteers committed to at least six months of volunteer service by:1. Engage and utilize volunteer recruitment organizations and websites, social media tools, and other mediums to attract volunteers. 2. Forge relationships with key stakeholders, engage community partners, and local universities and non-profits to recruit volunteers. 3. Recruit, process, train, and coordinate five volunteers 4. Ensure that all processes are in written form and sustainable. 5. Implement changes as directed and as needed. 6. Continue to research and collect community resources.

Objective of the Assignment (*Period of Performance: August 2016 - April 2017*)

Develop a more effective and efficient service delivery system for the Respite Center including new outcome measures and data collection processes. Make sure that all our refugee families understand and feel comfortable with our policies. Make the process easier for refugee families, so they can finish on time and go through every single step of the process.

Member Activity: 1. Investigate what refugee families enjoy about the Respite Center. 2. Interview managers about every single step of the process that refugees go through. 3. Gather videos or pictures while refugee families follow the process required by the Respite Center. 4. Create an orientation video for refugee families. 5. Develop data collection process for meaningful outcome measures.

Objective of the Assignment (*Period of Performance: June, 2016 - December 2016*)

Work together with our IT employees to update our existing webpage.

Member Activity: 1. Create a more effective webpage for potential volunteers and people interested in sending donations. 2. Utilize outcome data to make the work of the Respite Center more interesting for every person that goes to our webpage.