

VISTA Assignment Description (VAD)

Title: New Americans in the Lower Hudson Valley
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):
Focus Area(s) Primary: Capacity Building Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The goal of the program is to

Objective of the Assignment (*Period of Performance: February 1st 2016 – January 31st 2017*)

To facilitate presentations by community partners to better inform the immigrant population of services and benefits available to them and promote those events.

Member Activity: 1. Develop a list of potential partners who meet the objectives of the contract.

Member Activity: 2. Reach out to potential partner agencies to schedule presentations.

Member Activity: 3. Develop a calendar of presentations for the service year.

Member Activity: 4. Promote and coordinate events within the immigrant community across multiple sites.

Member Activity: 5. Coordinate staffing for the events.

Objective of the Assignment (*Period of Performance: February 1st 2016 – January 31st 2017*)

To develop a cadre of qualified volunteers to offer ESOL supplemental support throughout the ONA service area.

Member Activity: 1. Provide training in digital and traditional tutoring methods for volunteers.

Member Activity: 2. Make contact and develop partnerships with local colleges, churches, and other community organizations in order to recruit potential volunteers and establish convenient locations for tutoring in multiple sites throughout the service area.

Member Activity: 3. Create and regularly update a schedule of available tutoring.

Member Activity: 4. Promote tutoring within existing ESOL classes.

Member Activity: 5. Create a system for tracking volunteer and student hours in the program.

Objective of the Assignment (*Period of Performance: February 1st 2016 – January 31st 2017*)

To facilitate community outreach efforts to inform individuals about the wide variety of immigration legal services available at Catholic Charities.

Member Activity: 1. Identify target areas in the Hudson Valley with high density immigrant populations

Member Activity: 2. Contact community partners to assess community needs.

Member Activity: 3. Prepare and compile flyers, brochures and other pertinent information for distribution.

Member Activity: 4. Coordinate with trained volunteers who can give the presentations.

Member Activity: 5. Establish a calendar of outreach presentations and maintain a calendar of community events at which we can promote our services and arrange to have volunteer or staff representatives at each relevant event across multiple sites.