

## VISTA Assignment Description (VAD)

<b>AmeriCorps VISTA:</b> Samantha Nicole Astley	
<b>Member ID:</b> 1290301	<b>Effective Dates:</b> 04/23/2016 - 04/22/2017
<b>Title:</b> NJ Welcomes New Americans Volunteer and Donation Coordinator	
<b>Sponsoring Organization:</b> Catholic Charities USA <b>Project Name:</b> CCUSA New Americans <b>Project Number:</b> 15VSANJ007 <b>Project Period:</b> 09/06/2015 - 10/29/2016	
<b>Site Name (if applicable):</b> Catholic Charities, Diocese of Camden	
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Education	

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To expand and develop the refugee resettlement program's volunteer recruitment process through community partnerships and sustainable growth. In addition, organizing and maintaining the donation needs of the refugee program.

**Objective of the Assignment** (*Period of Performance: 4/1/2016-5/1/16*)

Assess the department needs for volunteer services. Identify the areas and develop the roles for the volunteer to maximize impact.

**Member Activity:** Review funder guidelines, cultural backgrounds of populations served and current volunteer role descriptions. Interview staff, clients and current volunteers to determine needs, challenges and incentives for participation. Revise existing volunteer role descriptions and add new descriptions as determined appropriate based on assessment.

**Objective of the Assignment** (*Period of Performance: 5/1/16 - 4/1/17*)

To recruit, orient, coordinate, and oversee program volunteers who will provide consistent help to our refugee clients in a variety of capacities including donation pick up, donation organizing, apartment set up to welcome the family, after-school tutoring, family mentoring, one-on-one ESL, tutoring, client employment opportunities, and general case assistance.

**Member Activity:** Make contact and develop partnerships with local parishes, community leaders, universities, etc. Orient volunteers to the mission of Catholic Charities Refugee Resettlement Program and to the specific roles and expectations as volunteers. Collect and enter volunteer service hours into spreadsheet on a monthly basis.

**Objective of the Assignment** (*Period of Performance: 4/1/16-4/1/17*)

VISTA will report on implementation and sustainability of the volunteer and community outreach program.

**Member Activity:** Quarterly reports will be submitted to the Program Director. Quarterly reports will include summary of challenges and successes that have been experienced throughout the creation of the program.