

VISTA Assignment Description (VAD)

AmeriCorps VISTA: Grace Gaskill	
Member ID: 1284801	Effective Dates: 02/22/2016 - 02/20/2017
Title: New Americans Volunteer and Community Resource Associate-Boston	
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): Catholic Charities Archdiocese of Boston	
Focus Area(s) Primary: Capacity Building Secondary: Healthy Futures	

VISTA Assignment Objectives and Member Activities

Goal of the Project: To develop a robust and sustainable volunteer and community resource program to help the community be made aware of the resettlement of refugees in the Boston area. VISTA will educate local faith communities on all aspects of refugee resettlement (global context, reasons for flight, realities of resettlement, etc.) and through personal stories in an effort to recruit volunteers to provide meaningful support to refugees during their first year in the US. VISTA will assist with generating cash and in-kind donations to augment the very limited financial assistance provided by the US government for refugee resettlement. VISTA will develop a program that consists of community and parish collaboration.

Objective of the Assignment (*Period of Performance: February 2016 to March 2016*)

Research the agency's current and past efforts, as well as the agency's current resources in the community in order to create a volunteer and community resource program.

Member Activity: 1.Participate in orientation - CCAB and national online trainings.2.Review prior program manuals, trainings and national resettlement office materials on successful volunteer and community resource programs.3.Identify challenges associated with creating a sustainable volunteer and community resource program.

Objective of the Assignment (*Period of Performance: March 2016 to May 2016*)

VISTA will utilize the research and material gathered in order to develop a written, actionable, and sustainable new plan to generate volunteers and resources for the refugees resettlement program.

Member Activity: 1.Seek input from case managers, refugees and former volunteers to determine what elements they would like to see in a volunteer and community resource program.2.Incorporate stakeholder feedback into new program plan.3.Create the volunteer and community resource development plan and present it to the Special Programs Manager and Director.

Objective of the Assignment (*Period of Performance: May 2016 to July 2016*)

Utilizing the volunteer and resource plan that has been developed, the VISTA will begin reaching out to communities and parishes in order to educate them on contributions and impacts of refugees.

Member Activity: 1.Build new outreach material to use for community education.2.Develop a list of target communities and other possible sources of support, previously gathered from initial research. 3.Put together a plan of action for outreach to targeted communities.

Objective of the Assignment (*Period of Performance: July 2016 to January 2017*)

Continue to serve as the volunteer and community resource associate, and implement, manage and evaluate the ongoing program plan.

Member Activity: 1.Train, deploy and manage volunteers matched with refugees.2.VISTA will collect, record and distribute cash and in-kind donations. 3.Develop tracking mechanisms for volunteers, outreach, recruitment and donations.

Objective of the Assignment (*Period of Performance: March 2016 to January 2017*)

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

Member Activity: 1.Quarterly reports will be submitted to the Special Programs Manager.2.Quarterly reports will include summary of challenges and successes that have been experienced throughout the creation of the program.