

AmeriCorps*VISTA Assignment Description (VAD)

Title: Program Development and Support Coordinator		
VISTA Project: 826 National	VISTA Member Name:	
Site Name: 826 National	Assignment Area: Program development	Date: 02/2016 - 02/2017

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal: 826 National will work with Corps 18 volunteers to build the organization’s capacity to work with underserved youth in order to develop essential writing and creative thinking skills that lead to academic success. Corps 18 volunteers will support volunteer recruitment, program development, and organizational capacity building in seven different writing and tutoring centers located in seven urban areas across the country (San Francisco, Ann Arbor/Detroit, Los Angeles, Washington DC, Boston, Chicago, and New York).</p>	02/2017 - 02/2018
<p>Activity 1: Support implementation of 826 National Chapter Development Process and scale of programs.</p> <p>Step 1: Assess and improve current system to track inquiries related to 826 National’s volunteer-service model and educational programs from organizations aspiring to join the 826 National network.</p> <p>Step 2: Develop quarterly reporting system on the progress of organizations interested in joining the network, those adapting the model to their community, and those interested in 826 licensed programs. Research cities with target underserved populations that may be suitable for free 826 writing and tutoring programs.</p> <p>Step 3: Engage in Chapter Expansion Committee calls and meetings. Archive Chapter Expansion Committee collateral and distribute relevant materials as they relate to chapter development.</p> <p>Step 4: Work with Director of Field Operations and Chapter Expansion Committee to create strategic pathways for organizations interested in applying to the Chapter Development Process to provide free writing support and homework assistance to more students nationwide.</p> <p>Step 5: Work with Director of Field Operations to develop new documents capturing institutional knowledge and best practices for use by current chapters and chapters in development to more efficiently scale the proven 826 model.</p>	02/2017 - 02/2018
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Activity 1 Completed (date):</p> <p>_____</p>
<p>Activity 2: Support 826 programming and volunteer operations.</p> <p>Step 1: Develop protocol for and engage in 826 Programming and Volunteer Calls to share best practices for educational programs and volunteer program; distribute notes and relevant materials as needed. Compile and build out a 2016-17 collection of institutional documents.</p> <p>Step 2: Work with Director of Field Operations to create and maintain a 2016-17 National Program</p>	02/2017 - 02/2018

826 National**VISTA**

<p>Matrix and Volunteer Matrix to assess and improve service to students and educators.</p> <p>Step 3: Create new, synthesized programmatic and volunteer program resources and assess and improve master documents of institutional manuals in collaboration with the Director of Field Operations.</p> <p>Step 4: Identify, suggest, and if appropriate, coordinate special projects in line with organization's mission and initiatives, including national programmatic partnership opportunities to engage more underserved students and educators.</p> <p>Step 5: Working with the Director of Field Operations, develop and support systems to distribute 826 best practices and intellectual property beyond the 826 network.</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Activity 2 Completed (date): _____</p>
<p>Activity 3: Support 826 National network talent development initiatives to ensure organizational stability to continue delivering free, high-quality literacy programs for underserved youth.</p> <p>Step 1: Research, identify, and distribute new professional development opportunities for chapter staff and volunteers.</p> <p>Step 2: Work with CEO, Director of Field Operations, and 826 National team to develop and launch new initiatives for 826 National network professional and talent development.</p> <p>Step 3: Engage in and coordinate initiatives supporting the 826 Volunteer Program and volunteer talent development.</p>	<p>02/2017 - 02/2018</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date): _____</p>
<p>Activity 4: Support Staff Development Conference 2017 to provide learning opportunities to 826 staff to improve service to students, educators, and families.</p> <p>Step 1: Analyze 2016 conference materials and staff surveys to familiarize self with most recent conference structure and identify opportunities for growth.</p> <p>Step 2: Research professional development options and identify and secure potential guest speakers and workshop facilitators for conference to take place in late June 2017.</p> <p>Step 3: Engage in various aspects of conference event management, including securing events space, coordinating schedule, creating program and collateral materials, and communicating with guest speakers and attendees.</p> <p>Step 4: Follow-up conference by creating systems to collect and analyze participant feedback, archiving applicable materials for future use, and working with 826 National staff on initial steps in envisioning Staff Development Conference 2017.</p>	<p>02/2017 - 10/2018</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed (date): _____</p>