

VISTA Assignment Description (VAD)

Title	Volunteer Coordinator VISTA
Sponsoring Organization	Mesa United Way
Project Name	Mesa Veterans, Education, and Community Building Initiative
Project Number	
Project Period	03/24/2017 – 03/23/2018
Site Name	Bridging AZ Furniture Bank
Primary Focus Area	Veterans and Military Families
Secondary Focus Area	Economic Opportunity

Goal of the Project:

This VISTA member will build capacity for Bridging AZ Furniture Bank's Veterans Furniture Project. They will report directly to Executive Director. The goal for the one-year of service is to increase outreach and volunteer support for Bridging AZ. The position would support the Furniture Bank as well as support Bridging AZ's initiative to end chronic veteran homelessness. The VISTA member will help to improve organizational infrastructure by developing volunteer recruitment and training systems, recognition events and developing or revising policies and procedures.

Objectives of the Assignment:

This VISTA member will increase organizational resources by establishing or expanding a pool of volunteers to assist with programs and services. They will build relationships with educational institutions that require service learning or internships and document procedures while recruiting students. They will help identify, create and recruit for volunteer or stipend job positions in the Veterans Furniture Project (building furniture). This VISTA assignment is directly impacting the financial welfare of the organization in turn benefiting veterans in need of furniture for their homes, as well as veterans who are being trained in woodworking with marketable job skills.

Member Activity: (March 2017 – May 2017) The VISTA will: 1) Learn about the organization, identify potential volunteer jobs and write short but detailed description for each job. 2) Start an outreach campaign identifying and speaking at service clubs, business groups and churches.

Member Activity: (June 2017 – September 2017) The VISTA will: 1) Contact colleges and universities to learn and document on student worker programs and internships. 2) Begin actively recruiting for internships in August. 3) Continue outreach campaign identifying and speaking at service clubs, business groups and churches.

Member Activity: (Timeframe ongoing) The VISTA will: Manage volunteers and volunteer positions.