

## AmeriCorps\*VISTA Assignment Description (VAD)

**Boys & Girls Clubs of Bloomington**

<b>VISTA Project:</b> Boys & Girls Clubs of Bloomington	<b>VISTA Member Name:</b>	
<b>Site Name:</b> Boys & Girls Clubs of Bloomington	<b>Assignment Area:</b> Human Resource Management	<b>Date:</b> 12/12/2018

### Goal

*The VISTA will streamline onboarding and training systems that will focus on staff recruitment and retention in order to expand quality services to at-risk youth.*

#### **Activity 1: Orient the VISTA to the Boys & Girls Clubs of Bloomington**

- Step 1: VISTA will receive training and onboarding that all full-time professional staff and interns receive.
- Step 2: VISTA will be introduced to Board of Directors and will become familiar with them and how to work with them.
- Step 3: VISTA will receive job specific training for their tasks, such as training on the HR software, etc.

#### **Activity 2: Implement onboarding and training protocols**

- Step 1: Conduct review of current onboarding and training protocol with Board, Executive Director and Program Staff. This could include interviews of stakeholders to determine what we do well and what needs improvement, changed or added.
- Step 2: Research will be done about best practices and to see what other organizations do in this area.
- Step 3: Use the review and the research to revamp the protocol to effectively and appropriately streamline onboarding and training for the organization.
- Step 4: Implement the protocol and provide staff what they need to execute the protocol.
- Step 5: Regularly review and update protocol as needed.
- Step 6: To ensure sustainability, work with current staff and interns to update and keep current the policy and procedure manual with best practices based on what is learned during the first year implementing the protocol.

#### **Activity 3: Create a system to track training and continuing education**

- Step 1: Conduct review of current training, continuing education and methods used to track these things. This could include interviews of stakeholders to determine what we do well and what needs improvement, changed or added.
- Step 2: Research will be done about best practices and to see what other organizations do in this area.
- Step 3: Use the review and research to create a system to tracking training and continuing education. This will ensure there is no loss of institutional knowledge when there is turnover.
- Step 4: Implement the protocol.
- Step 5: Regularly review and update protocol as needed.
- Step 7: To ensure sustainability, work with current staff and interns to update and keep current the policy and procedure manual with best practices based on what is learned during the first year implementing the protocol.

**Activity 4: Develop a recruitment plan for staff, interns and volunteers**

- Step 1: Conduct a review of current recruitment plan. This could include interviews of stakeholders to determine what we do well and what needs improvement, changed or added.
- Step 2: Research will be done about best practices and to see what other organizations do in this area.
- Step 3: Use the review and research to establish a recruitment plan for staff, interns and volunteers. Create a recruitment calendar to be followed annually.
- Step 4: With staff, work the recruitment plan to fill the staffing needs for the organization. Build relationships with local organizations, colleges, universities, civic groups, etc. to find the staff, interns and volunteers.
- Step 5: Create a best-practices guide for recruitment based on what is learned in the VISTA service period.
- Step 6: To ensure sustainability, work with core staff and interns to assign recruitment tasks, based on best practices, to be implemented annually according to the calendar.

**Activity 5: Work to develop an employee retention and recognition plan**

- Step 1: Conduct a review of current recruitment plan. This could include interviews of stakeholders to determine what we do well and what needs improvement, changed or added.
- Step 2: Research will be done about best practices and to see what other organizations do in this area.
- Step 3: Work with Executive Director and Program Staff to create a employee retention and recognition plan.
- Step 4: Execute the plan.
- Step 7: Regularly review and update the plan as needed.
- Step 8: To ensure sustainability, train core staff on how to continue to utilize the plan.