

VISTA Assignment Description (VAD)

Title: Boys & Girls Club Human Resource Management

Sponsoring Organization: Boys & Girls Clubs of Bloomington

Project Name: Boys & Girls Clubs of Bloomington Expansion

Project Number: 18VSNIN006

Project Period: 10/27/2019 - 01/30/2021

Site Name (if applicable): Boys & Girls Clubs of Bloomington

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The goal of the VISTA Project is to support the growth of the organization. VISTAs will create protocols, procedures, and plans to build the foundation that will sustain the organization's facilities and programming expansions.

Objective of the Assignment (*Period of Performance: June 2020 - June 2021*)

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.

Member Activity: Activity 1: Orient the VISTA to the Boys & Girls Clubs of BloomingtonStep 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.

Member Activity: Activity 2: Implement onboarding and training protocolsStep 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.

Member Activity: 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.

Member Activity: Activity 4: Develop a recruitment plan for staff, interns and volunteersStep 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.

Member Activity: Activity 5: Work to develop an employee retention and recognition planStep 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.