

## ProAmeriCorps\*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> Program Management	<b>Date:</b> 2/20/2020

<p><b>Goal</b></p> <p><i>The VISTA will create an overarching program plan for all three Club sites and build relationships with program partners in order to expand quality services to at-risk youth.</i></p>
<p><b>Activity 1: Orient the VISTA to the Boys &amp; Girls Clubs of Bloomington</b></p> <p>Step 1: VISTA will receive training and onboarding that all full-time professional staff and interns receive under the guidance of the Director of Programs.</p> <p>Step 2: VISTA will be introduced to the professional program directors and will become familiar with them and how to work with them.</p> <p>Step 3: VISTA will receive job specific training for their tasks, such as training on KidTrax, etc.</p>
<p><b>Activity 2: Develop organizational systems and goals for work groups</b></p> <p>Step 1: Attend program director meetings to organize agendas, set action items and communicate progress on goals to the Director of Programs</p> <p>Step 2: Research will be done about best practices and national BGCA and other youth development organization resources to inform work group decisions.</p> <p>Step 3: Provide organizational perspective in work group discussions, referencing must-run program lists and our annual program calendar.</p> <p>Step 4: Assist with data entry, analysis and reporting concerning work group goals concerning attendance and performance outcomes.</p> <p>Step 5: To ensure sustainability, work with current staff and interns to update and keep the calendar current, according to best practices, and based on what is learned during the first year implementing the protocol.</p>
<p><b>Activity 3: Create organizational curriculum plan and hub</b></p> <p>Step 1: Conduct inventory of programs available to program staff and lead with the organization and communication of available resources.</p> <p>Step 2: Research available curriculum and programs available outside of the organization that may be relevant to current programming without structure and resources.</p> <p>Step 3: Use the review and the research to revamp the curriculum plan to incorporate a variety of high-quality programs in our three core program areas: healthy lifestyles, academic success and good character and citizenship. Family engagement will be included in this plan as well. A balance of in-house programming and programming run by external partners will also be vital for the plan.</p> <p>Step 4: Execute the program plan by providing staff what they need to succeed and communicating for consistent utilization of available resources to prevent shilohing of programming.</p>

Step 6: To ensure sustainability, work with current staff and interns to update and keep the program curriculums current, according to best practices, and based on what is learned during the first year implementing the protocol.

**Activity 4: Create a plan to build Relationships with Program Partners**

Step 1: Conduct a review of current program partners 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 program partners recruitment plan for staff, interns and volunteers. Create a programming partners recruitment calendar to be followed annually.

Step 4: With staff, work the programming partner recruitment plan to fill the program needs for the organization that were determined by the annual; program calendar and curriculum plan. Build relationships with local organizations, colleges, universities, civic groups, etc. to find the program partners needed.

Step 5: Create a best-practices guide for program partner recruitment based on what is learned in the VISTA service period.

Step 6: To ensure sustainability, work with core staff and interns to assign program partner recruitment tasks, based on best practices, to be implemented annually according to the calendar.

**Activity 5: Work to develop a program partner retention and recognition plan**

Step 1: Since this does not already exist at our organization, start by doing research about best practices and to see what other organizations do in this area.

Step 3: Work with Director of Programs and Program Staff to create a program partner 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.