

# VISTA Assignment Description (VAD)

**Title:** Boys and Girls Club Human Resources Coordinator

**Sponsoring Organization:** Boys & Girls Clubs of Bloomington

**Project Name:** Boys & Girls Clubs of Bloomington Expansion

**Project Number:** 18VSNIN006

**Project Period:** 02/13/2022 - 02/11/2023

**Site Name:** Boys and Girls Clubs of Bloomington

## Focus Area(s)

**Primary:** Education

**Secondary:**

## VISTA Assignment Objectives and Member Activities

**Goal of the Overall VISTA Project:** Clubs across the country have seen success in breaking the cycle of poverty by investing in the lives of youth. Boys and Girls Club organizations have had success with the VISTA programs because it allows us to expand programming that is designed to meet the needs of low-income youth to give them the tools and opportunities they need to navigate out of poverty long-term. The VISTA project would give us the capacity to expand the programming to meet the need, by assisting with Marketing, Resource Development, Volunteer Management and Recruitment, Program Quality and Data Tracking, and more! The programming at the Club works, we just need to continue to expand it to meet the demand that will lead to success in our anti-poverty outcomes.

### Objective of the Assignment

Orient the VISTA to the Boys & Girls Clubs of Bloomington

**Member Activity (06/06/2022 - 02/11/2023):** Step 1: VISTA will receive training and onboarding that all full-time professional staff and interns receive. Step 2: VISTA will be introduced to the 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. I with the Board, Executive Director and Program Staff. 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 (06/06/2022 - 02/11/2023):** Step 1: Conduct review of current onboarding and training protocol; 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.

**Member Activity (06/06/2022 - 02/11/2023):** 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.

## Objective of the Assignment

Create a system to track training and continuing education

**Member Activity (06/06/2022 - 02/11/2023):** 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.

**Member Activity (06/06/2022 - 02/11/2023):** Step 3: Use the review and research to create a system to track and train 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.

**Member Activity (06/06/2022 - 02/11/2023):** 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

## Objective of the Assignment

To Review, assist and implement a recruitment plan.

**Member Activity (06/06/2022 - 02/11/2023):** 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.

**Member Activity (06/06/2022 - 02/11/2023):** 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.

**Member Activity (06/06/2022 - 02/11/2023):** 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.

## Objective of the Assignment

Assist in the creation of a streamlined onboarding and offboarding processes for new staff and exiting staff. In addition, assist in the management of staff volunteers onboarding

**Member Activity (06/06/2022 - 02/11/2023):** Review of current systems and apply best practices for onboarding new staff.

**Member Activity (06/06/2022 - 02/11/2023):** Review existing systems and create and apply best practices for exiting staff.

**Member Activity (06/06/2022 - 02/11/2023):** Assist in the management of volunteers for the organization.