

VISTA Assignment Description (VAD)

Title: Boys and Girls Club Program Management

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 under the guidance of the Director of Programs. Step 2: VISTA will be introduced to the professional program directors and will become familiar with them and how to work with them.

Member Activity (06/06/2022 - 02/11/2023): Step 2: VISTA will be introduced to the professional program directors and will become familiar with them and how to work with them.

Member Activity (06/06/2022 - 02/11/2023): Step 3: VISTA will receive job specific training for their tasks, such as training on MyClubHub Member Manager, Google Suite, InDesign, etc.

Objective of the Assignment

Develop organizational systems and goals for work groups.

Member Activity (06/06/2022 - 02/11/2023): Step 1: Attend program director meetings to organize agendas, set action items and communicate progress on goals to the Director of Programs Step 2: Research will be done about best practices and national BGCA and other youth development organization resources to inform work group decisions.

Member Activity (06/06/2022 - 02/11/2023): Step 3: Provide organizational perspective in work group discussions, referencing must-run program lists and our annual program calendar. Step 4: Assist with data entry, analysis and reporting concerning work group goals concerning attendance and performance outcomes.

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

Objective of the Assignment

Build training initiatives across organization, including the re-design of the onboarding process and developing a professional development plan for Youth Development Professionals and volunteers.

Member Activity (06/06/2022 - 02/11/2023): Step 1: Research best practices and resources from Boys & Girls Clubs of America and other organizations to improve staff and volunteer training and tracking.

Member Activity (06/06/2022 - 02/11/2023): Step 2: Develop a robust onboarding process with scripts for managers of key points to follow up with on webinar or organizational training. Step 3: Lead quarterly volunteer orientations with key staff, covering required training for onboarding.

Member Activity (06/06/2022 - 02/11/2023): Step 4: Assist with data entry, analysis and reporting concerning training.

Objective of the Assignment

Create a plan to build Relationships with Program Partners.

Member Activity (06/06/2022 - 02/11/2023): Step 1: Conduct a review of the 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.

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

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

Objective of the Assignment

Assess current social media presence and develop a plan for increased and improved social media engagement.

Member Activity (06/06/2022 - 02/11/2023): Step 1: Assess each Club's social media presence to collect data to create a strategic social media development plan and goals. Step 2: Visit Clubs weekly to take photos and videos for social media content.

Member Activity (06/06/2022 - 02/11/2023): Step 3: Monitor social media channels to ensure quantity and quality of content is in line with the goals laid out in step one.

Member Activity (06/06/2022 - 02/11/2023): Step 4: Ensure consistency of message and brand across each platform/group.