



AmeriCorps VISTA

VISTA Assignment Description (VAD)

Affiliate/Host Site Name: HFH of Springfield, Missouri, Inc.	Host Site Manager (HSM) Name: Aaron Norrick
Program: AmeriCorps VISTA Member Role: Project Development	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Monday – Friday, 8:30 AM – 5:00 PM with occasional evenings/Saturdays/Sundays	Direct Supervisor Name: Brandi VanAntwerp
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Goals

Establish Success Measures for the affiliate in the NR focus neighborhood and help to further develop Quality of Life Framework in the NR focus neighborhood.

The Americorps Vista Neighborhood Revitalization Coordinator is fully committed to the mission of Habitat for Humanity as set forth in the affiliate covenant and works with the Development Director and in collaboration with other Staff Directors to establish connections in the community for the Neighborhood Revitalization Program (“NR”) and to research grant opportunities and donor outreach plans for NR and citywide Preservation & Repair projects. NR works to improve an entire neighborhood by working hand-in-hand with residents to address the community’s goals of beautification, community, housing, health, and safety.

Outputs: Measurable targets must be included and should be targeted **PER MEMBER**. Please use the shared outputs below, inserting “0” if not applicable.

- \$20,000 cash and in-kind resources will be raised through grant applications and a donor outreach plan utilizing systems and opportunities identified by VISTA member (includes resources raised for home building efforts, as well as ReStores)
 - \$10,000 cash resources
 - \$10,000 in-kind resources
- 200 individuals will collaborate with VISTA member on projects related to this position (stakeholders, volunteers, community members, staff, etc.)
- 10 systems, processes, and/or tools created or enhanced by VISTA member that will increase capacity at the affiliate
- 2 additional projects that do not fall into one of the categories above created or enhanced by VISTA member that will increase capacity at the affiliate

Objective One (First Quarter)
 EXPLORATION: Explore the programs, policies and procedures, leadership and resources that are currently in place at the site and identify best practices from other programs. Identify what additional needs the Success Measures implementation project requires. Document research, communicate findings to the project sponsor and gain further direction to move forward with developing an enhanced program.

Member Activities (include specific outputs as appropriate)



AmeriCorps VISTA

VISTA Assignment Description (VAD)

1. Research best practices for Neighborhood Revitalization, systems, resources and examples of similar projects at other organizations (including other affiliates and HFHI).
2. Research opportunities to create resources and enhance community partnerships for HFH and the partnering neighborhood. Conduct research in specifically assigned project areas and develop distribution plan for information.
3. Research methods to increase participation with project, including presentations, materials and systems for recruitment of partners.
4. Research systems to accurately track and record project related data, focused on ensuring sustainability. Research evaluation tools that will assist in projecting and assessing project impact.
5. Research past affiliate attempts to form project and identify key stakeholders.
6. Affiliate does not yet utilize Success Measures. The VISTA will be the implementer of the Success Measures program with the target neighborhood, Woodland Heights.

Objective Two (Second Quarter)

DEVELOPMENT: Based on the information gathered, the VISTA will develop systems or programs that will address the needs of the host site and are sustainable. This may include improved data gathering methods or storage, more efficient policies and procedures, improved community interaction and increased leveraging of resources, community engagement and support, etc.

Member Activities (include specific outputs as appropriate)

1. Develop new systems and programs that will increase the number of families served at the site.
2. Develop community partnerships that will support programs, develop leadership and leverage resources.
3. Develop methods to increase participation with project, including presentations, materials and systems for recruitment of partners, volunteers and leadership.
4. Develop systems to accurately track and record project related data, focused on ensuring sustainability. Develop evaluation tools that will assist in projecting and assessing project impact.
5. Formulate results and present to key stakeholders to establish direction of project.
6. Develop all processes, materials, and procedures for project.

Objective Three (Third Quarter)

IMPLEMENTATION AND REVIEW – Implement the new and/or improved system or program. This may include setting up systems, documenting the new policies and procedures, training others (including leadership) to use it, putting in place a schedule, securing resources or implementing an event plan. Assist the site in testing and evaluating the various parts of the program developed and make revisions to the program as needed in order to ensure success. One evaluation tool the VISTA will implement is Success Measures.

Member Activities (include specific outputs as appropriate)

1. Implement the new systems and programs developed that will increase the number of families served at the site. Pilot project using developed tools, processes, etc.
2. Implement opportunities to secure or create resources and enhance community partnerships that will support programs, develop leadership and leverage resources.
3. Implement methods to increase participation with project, including recruitment of partners and leadership and training them on presentations, materials and systems.
4. Implement systems to accurately track and record project related data, focused on ensuring sustainability. Implement the use of evaluation tools to assist in projecting and assessing project impact.
5. Collect feedback on pilot; make necessary modifications.

* Note that while VISTAs cannot regularly build on the construction site, the VISTA member may have the opportunity to engage in active building no more than one time per month to help inform project development activities.



AmeriCorps VISTA

VISTA Assignment Description (VAD)

Objective Four (Fourth Quarter)

SUSTAINABILITY - Ensure that the systems and/or programs developed are sustainable and will continue at the host site after the completion of the VISTA term by developing manuals and training staff/volunteers on Success Measures.

Member Activities (include specific outputs as appropriate)

1. Work with leadership at the affiliate to develop a staff sustainability plan to build on the work the member has done.
2. Develop a manual of resources and directions for maintaining the systems and programs developed in their entirety. Create an implementation manual detailing the process of development, effectiveness of the system/project and pending issues, and guide for usage that can be utilized by affiliate staff/volunteers
3. Recruit and train volunteers/staff on use of new systems, procedures, etc. and ensure there is a transition plan for ongoing maintenance of systems and support of the program. Ensure that appropriate training and introductions to all stakeholders is accomplished.

Required Meetings, Trainings and Events Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the Host Site.

- Pre-Service Orientation (provided by CNCS)
- On Site Orientation to local host site
- HabitatLearns "Foundations of Habitat" series
- Lockton Safety Courses
- National Service Leadership Conference (fall)
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM
- Bi-weekly meeting with direct supervisor
- Annual staff/AmeriCorps team build day
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Board meetings and home dedications, as appropriate
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Success Measures training
- Host Site Events, including Habitat Home Run (August); Habitat Hold Em (October); Hearts & Hammers (November) and Tool Belts & Bow Ties (March). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid driver's license and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

Preferred/helpful:

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong research skills
- Strong written and verbal communication skills



AmeriCorps VISTA VISTA Assignment Description (VAD)

- Detail oriented and highly organized
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Knowledge of community development practices
- Project management experience

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 20% of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as serving on project sites that might have uneven terrain.

Service Site Environment:

Members will serve in an open-space office and will share space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

Personal vehicle required? No Yes

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate's policy.

Habitat.org posting blurb:

Serve, learn, lead and explore in the beautiful Ozark Mountains! Habitat for Humanity of Springfield MO is nestled in Springfield MO, which is about as close to the center of the United States as you can get. Springfield MO is the 3rd largest city in Missouri and offers a wide variety of activities. If city life is your thing, we have that. Downtown Springfield is an active and exciting place to try new food and check out the local nightlife. If the outdoors is your thing, we have you covered. Within a 2-hour drive of Springfield, you can truly experience any outdoor activity. However, you do not have to travel that far to experience the outdoors. Springfield host site is close to numerous walking and hiking trails. Springfield is also site to the St. Louis Cardinals minor league team. And do not forget about Branson. Just 30 miles south of Springfield is Branson, MO, which has a multitude of activities. Silver Dollar city is one of the country's top theme parks to visit and is nestled in the heart of Branson. Branson is also on the doorstep of Table Rock Lake, which is a beautiful area to boat and explore. www.habitatspringfieldmo.org