



### VISTA Assignment Description (VAD)

Host Site Name: MERIT

#### Goal #1: Orientation to MERIT Program Operations

Objectives:	Progress Indicators:	Expected Measurable Outcomes:	Timeline:
Become familiar with MERIT Program and microenterprise in general	<ol style="list-style-type: none"> <li>1) Familiarize with daily operations.</li> <li>2) Familiarize with microenterprise library.</li> <li>3) Familiarize with data collection system.</li> </ol>	<ol style="list-style-type: none"> <li>1) Can give a 75-word 'elevator speech' on MERIT Program.</li> <li>2) Can give a 30 second explanation of what a microenterprise is when asked.</li> <li>3) Can explain to a potential client what information is required for program participation.</li> </ol>	August – September 2011
Become familiar with MERIT training program	<ol style="list-style-type: none"> <li>1. Familiarize with client screening.</li> <li>2. Prepare brief presentation on assigned topic.</li> <li>3. Update data system with client impact data.</li> </ol>	<ol style="list-style-type: none"> <li>1) Is able to 'screen' a potential client based upon established program criteria.</li> <li>2) Will present one 15 minute topic to a group, with a handout that can be replicated.</li> <li>3) Can provide a written description of the process for capturing client impact data and can create a report using the data system.</li> </ol>	September - October 2011

#### Goal #2: Establish volunteer program

Objectives:	Progress Indicators:	Expected Measurable Outcomes:	Timeline:
Develop plan to recruit and train volunteers	<ol style="list-style-type: none"> <li>1) Create volunteer job descriptions</li> <li>2) Develop a volunteer handbook including</li> </ol>	<ol style="list-style-type: none"> <li>1) Develop 5 new position descriptions for volunteers</li> <li>2) Volunteer handbook created</li> <li>3) Volunteer training manual created</li> </ol>	October – December 2011



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	<p>performance evaluations and policies for “hiring and firing” volunteers</p> <p>3) Develop a volunteer training manual</p>	<p>4) Develop 5 new recruitment announcements</p> <p>5) At least 2 volunteer referral organizations identified in each county</p>	
	<p>4) Develop a volunteer recruitment plan</p>	<p>1) Solicit recruitment for 2 of the positions developed</p>	<p>January – February 2012</p>
<p>Develop system for managing and retaining volunteers</p>	<p>1) Develop system to schedule volunteers</p> <p>2) Develop system to track volunteer hours and projects</p> <p>3) Develop plan to retain volunteers</p>	<p>1) A procedure for scheduling volunteers is developed for inclusion in volunteer manual</p> <p>2) A procedure to track volunteer hours and projects is developed for inclusion in volunteer manual</p> <p>3) A written plan for retaining volunteers is developed for inclusion in volunteer manual</p>	<p>January 2012 – May 2012</p>
<p>Identify ways to keep volunteer program sustainable</p>	<p>1) Develop a volunteer manual for staff use including all procedures, trainings, job descriptions, etc.</p> <p>2) Develop a job description for a volunteer coordinator position</p> <p>3) Identify potential sources of grant funding</p>	<p>1) Volunteer manual for staff use is created</p> <p>2) Volunteer coordinator position developed</p> <p>3) Grant opportunities are identified</p>	<p>May 2012 – August 2012</p>



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<b>Goal #3: Increase Expo Negocio’s impact and influence on the Latino business community and greater business community</b>			
<b>Objectives:</b>	<b>Progress Indicators:</b>	<b>Expected Measurable Outcomes:</b>	<b>Timeline:</b>
Participate in 2011 Expo Negocio	1) Coordinate registration and check-in process, logistics, and volunteers 2) Attend steering committee meetings	1) Propose at least 3 improvements in each respective area 2) Attend at least 3 steering committee meetings	September 2011
Develop systems to guide the coordination and implementation of Expo Negocio	3) Survey participants	3) Results of survey are analyzed and distributed to event’s steering committee	October 2011
	4) Develop event planning timeline 5) Develop sponsorship, letter, marketing, etc. templates	4) Event planning timeline developed 5) Templates developed	October – December 2011
	6) Develop key contacts to assist in event planning 7) Develop marketing plan	6) A list of key contacts involved in the planning of Expo Negocio is developed including future contacts that could be beneficial 7) Marketing plan that includes a variety of marketing approaches is developed	January – March 2012
	8) Develop streamlines process for registering and checking-in 9) Develop volunteer recruitment and	8) Process for registering and checking-in developed 9) A volunteer plan is developed	May – June 2012



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	management plan		
	10) Develop a comprehensive manual for planning Expo Negocio	11) Manual is created and passed on to the steering committee	June – August 2012
Build community support and presence	1) Attend community events in region to promote event	1) Attend at least 5 community events in region	January – August 2012

SAMPLE