

AmeriCorps*VISTA Member Assignment Description (VAD)

This document provides guidance on developing assignment descriptions for VISTA members.

1. Develop for each VISTA member an individual VISTA member Assignment Description (VAD) that describes the capacity-building activities the member is responsible for completing (this should be done in consultation with the Project Sponsor – MTCC).
2. Include enough detail in the VISTA member Assignment Description to guide the VISTA while still allowing for flexibility in carrying out day-to-day tasks and activities.
3. The VISTA member Assignment Description should identify key capacity-building tasks and activities that can be realistically accomplished in a single year.
4. Review the VISTA member Assignment Description and the VISTA proposal narrative side by side to ensure there are strong links between both documents. Provide the VISTA with a copy of the VISTA proposal narrative to help him/her put his/her activities into the context of the entire project.
5. Apply the principles of community building and “facilitation from the back of the room” to develop the VAD.
6. Project sponsors and Site Supervisors must:
 - Review the VISTA member Assignment Description with the applicant during the initial interview and
 - Provide them a copy of their VISTA member Assignment Description to bring to PSO.
7. The VISTA Member and Site Supervisor should update the VISTA Assignment Description during the Community Building Institute and again after the VISTA Member In-Service Training.
8. Contact the VISTA Project Supervisor to discuss any project specific requirements regarding this form.

Tips for Preparing VISTA Members to Carry Out Their Individual Assignments

1. If the VISTA member(s) is to be responsible for providing raw data that address results identified in the proposal narrative, then be sure to train the VISTA on these responsibilities.
2. If the VISTA member(s) is required to fill out monthly reports, then review these reporting forms to ensure that they address the activities and steps described in the VISTA member Assignment Description.