**VISTA Assignment Description (VAD) Template**

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| **Title:** Does the VAD have a distinctive and descriptive title?  Does the title include the word VISTA?  Does the title describe the VISTA’s role (Outreach Coordinator, Volunteer Manager)? |
| **Sponsoring Organization:**  **Project Name:**  **Project Number:**  **Project Period:**  mm/dd/yyy – mm/dd/yyyy  |
| **Site Name (if applicable):** |
| **Focus Area(s)** Do these focus areas match what is stated in the application narratives and performance measures?**Primary:**  **Secondary:**  |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**  **The long-term aim of the project.*** Reflects the project’s poverty mission
* Summarizes a set of outcomes
* Addresses sustainability
* Provides context
* Is realistic, given the time frame
* The goal needs statement needs to be very clear that the VISTA Member will be working to build a sustainable program that will move people out of poverty.

(Sample Goal Language)The (service position title) VISTA Member will build the capacity of (project or sub-site) by developing and implementing (capacity building activity) for (low-income service recipients/poverty mission of the project) in (city/county), TN. As a result of the VISTA Member’s service, (outcomes from focus area) and (capacity building outcome).  |
| **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)*: Concrete attainments that can be achieved by following a certain number of steps. Each Objective should include completion dates. The Objectives should bridge between your goal statement and the VISTA activities.** *First objective of this assignment, written in a sentence or two.* * Aligns with the goal statement
* Articulates what the VISTA will achieve
* Describes something you can measure
* Includes a realistic completion date (short term or medium term)

 **Member Activities: The steps to be followed to attain the stated objective.*** *Activity 1 that will contribute to accomplishing the first objective.*
	+ *Smaller element that’s part of the first activity.*
	+ *Another element of the activity.*
* Outline specific steps to achieve objective
* Mirror project’s performance measures
* Reflect the skills/competencies a VISTA member would need to complete the activities
* Focus on capacity building
* Are not direct service
* *Activity 2.*

**Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)*:** *Second objective of this assignment, written in a sentence or two.*  **Member Activities: The steps to be followed to attain the stated objective.*** *Activity 1*
* *Activity 2*
* *Activity 3*

**Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)*:** *Third objective of this assignment, written in a sentence or two.*  **Member Activities: The steps to be followed to attain the stated objective.*** *Activity 1*
* *Activity 2*
* *Activity 3*
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Additional information

VADs are written per year, per assignment. For example, a three-year project will require three separate VADs.

VADs do not have a set number of required Objectives or Member Activities.

**Action Verbs to be used in Objective of the Assignment:**

Analyze Assess Build Collect Communicate

Compile Create Develop Engage In Ensure

Establish Evaluate Generate Identify Implement

Launch Market Plan Present Promote

Recruit Refine Research Secure Update

**Member Activities:**

Member activities should answer the questions: *How will that happen?* *How will the VISTA Member accomplish the objective?*

What is the focus of VISTA activities for this site and this capacity goal during the proposed project year? Refer to the application instructions pages 16-17 for examples of service activities.

Final Thought

The VAD is both a position description that should be used during the recruitment of your members and a work plan that should be used to assess their performance.

The VAD takes the milestones/performance measures you’ve identified in your project application and translates them into a realistic set of activities.

And finally, the VAD is a road map, a tool your members will use throughout their service term to achieve the overall goals of the project.