



HFHI National Service

VISTA Assignment Description (VAD)

Affiliate/Host Site Name: Habitat for Humanity of Greater Los Angeles	Host Site Manager (HSM) Name: Caitlin Rose
Program: AmeriCorps VISTA Member Role: Project Development for Veteran Outreach	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> Neighborhood Revitalization <input checked="" type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Monday – Friday, 9:00 am – 6:00 pm with occasional evenings/Saturdays/Sundays	Direct Supervisor Name: Dinesa Thomas-Whitman
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 (*in relation to the project as a whole, as well as the impact the project will have in the community*):

In alignment with the HFH Strategic Plan, our affiliate is working to serve more veteran families through our Habitat for Heroes Program. Our affiliate will directly impact more veteran families, by increasing our capacity to communicate and partner with veteran serving organizations in our service area. This member position will allow our affiliate to implement a successful Habitat for Heroes program within the Greater Los Angeles area by utilizing community collaboration and partnerships to meet the homeownership, critical home repair and other identified needs of veterans in Los Angeles.

Habitat for Humanity of Greater Los Angeles is dedicated to serving the veteran population throughout our service area with the expansion of the Habitat for Heroes Program. This program is an outreach initiative seeking to engage veterans, military members and their families in Habitat for Humanity's mission. The member will serve in a key position within the organization helping to increase the number of veteran applicants and veteran volunteers by 15%, increasing the number of engaged participants on the Veterans Advisory Council by 20% and expanding partnerships with veteran service organization. Additionally, the member will increase the number of outreach events attended by 15% while positioning the affiliate to continue this program successfully into the future through the creation and implementation of standards and protocols.

- Outputs:** *Measurable targets must be included and should be targeted PER MEMBER. Please use the shared outputs below, inserting "0" if not applicable.*
- 0 cash and in-kind resources will be raised utilizing systems and opportunities identified by VISTA member (includes resources raised for home building efforts, as well as ReStores)
 - 0 cash resources
 - 0 in-kind resources
 - 1,000 individuals will collaborate with VISTA member on projects related to this position (stakeholders, volunteers, community members, staff, etc.)
 - 3 systems, processes, and/or tools created or enhanced by VISTA member that will increase capacity at the affiliate
 - 0 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: During the first quarter, the member will research veteran programs at HFHI, nationally and locally to identify new programs that might benefit veteran partner families in the Greater Los Angeles area. Additionally, the member will document research, communicate findings to the project sponsor, and gain further direction to move forward with developing an enhanced program.

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Member Activities (include specific outputs as appropriate)

1. Develop a comprehensive list of veteran service organizations in the Greater Los Angeles area with veteran audiences that might benefit from the Habitat for Heroes program.
2. Visit local veteran service organizations and non-profit organizations in the Greater Los Angeles area to identify nexus with the Habitat for Heroes program.
3. Research volunteer leadership development and consider how this information might be implemented to further increase the autonomy and effectiveness of the Veterans Advisory Council (VAC).
4. Research and assemble a listing of annual veteran events in the Greater Los Angeles Area.
5. Research student veteran organizations and veteran resource centers in the Greater Los Angeles area.

Objective Two (Second Quarter)

DEVELOPMENT: Based on the information gathered, the member will determine which strategies to incorporate into veteran programs at Habitat LA. Additionally, the member will arrange VSO data into categories that align with affiliate veteran goals and outcomes. Lastly, the member will provide leadership development support to the VAC to support sustainability.

Member Activities (include specific outputs as appropriate)

1. Develop a matrix detailing veteran service organizations, nonprofit and veteran resource centers in the affiliate service area and their possible link to Habitat for Heroes.
2. Create an outreach strategy to develop partnerships.
3. Develop veteran specific presentations to bring awareness about Habitat programs.
4. Develop and grow partnerships with veteran service organizations and other non-profit organizations that will support Habitat for Heroes goals and leverage resources.
5. Develop a leadership development training for the VAC.

Objective Three (Third Quarter)

IMPLEMENTATION AND REVIEW – The member will train affiliate staff on the VAC leadership development model. The member will also provide details regarding research methods used to collect and activate VSO relationships.

Member Activities (include specific outputs as appropriate)

1. Activate data gathered by implementing strategy to build partnerships in the veteran community in the Greater Los Angeles area.
2. Schedule and conduct a VAC training to improve council leadership and autonomy.

** 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.*

Objective Four (Fourth Quarter)

SUSTAINABILITY - - To ensure sustainability the member will develop a VAC leadership development training manual. The member will also develop a series of veteran specific presentation decks that can be modified. Lastly, the member will prepare a guide that details VSOs in the greater Los Angeles area.

Member Activities (include specific outputs as appropriate)

1. Develop a guide that provides details about VSOs and other veteran related organizations in the service area.
2. Prepare a written framework for the VAC leadership development.
3. Create frameworks for presentations to strengthen and grow partnerships.

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)

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- On Site Orientation to local host site
- HabitatLearns “Foundations of Habitat” series online
- Lockton Safety Courses online
- 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 (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Annual staff/AmeriCorps team build day
- Life After AmeriCorps training (LAFTA)
- Staff 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
- Habitat LA Veteran Advisory Council meetings
- Attend Host Site Events as needed, including Holiday Fundraiser (December); Art Auction (March); Healthy Habitat Walk-a-Thon (May). Participation in these events will be in line with AmeriCorps program regulations/restrictions. (adjust for your needs)
- Strategic community events in Los Angeles veterans community that aid in performing job

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
- Detail oriented and highly organized
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Ability to learn foundational information regarding serving veterans
- Knowledge of community development practices
- Project management experience (optional)

Physical requirements for this position (adjust for your needs)

- Ability to sit at a desk and computer for extended periods of time
- About 60% of this position requires outreach in the veteran community, including staffing resource tables, and attending community meetings, among other identified events and meetings.

Service Site Environment – *Please describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:*

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.

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Personal vehicle required? No Yes *If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details:*

Local 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 events 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 iconic Los Angeles! Habitat for Humanity of Greater Los Angeles has been hosting AmeriCorps members since 1999. Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. Our members are the ambassadors of Habitat LA, interacting with over 10,000 volunteers, partner families and community stakeholders. During a year of service with Habitat LA, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in leadership, public speaking and community development. Benefits beyond the AmeriCorps living allowance and education award include a housing stipend of at least \$500-600/month and for construction leads, hand tool and gear reimbursement. In your off hours, hike the many mountain ranges in our backyard; explore Downtown Los Angeles, Hollywood and the many beaches of Southern California Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families in Greater Los Angeles. www.habitatla.org

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