



2018-2019 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 focusing on Neighborhood Revitalization	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, 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 (*position's goals in relation to the project as a whole, as well as the impact the project will have in the community*)

This member position will play a vital role in expanding and strengthening the Neighborhood Revitalization efforts of Habitat LA. In alignment with our Strategic Plan, and the Quality of Life Framework, the affiliate is working to serve more families through Neighborhood Revitalization. Our affiliate will work alongside residents and community stakeholders to directly impact more families, by organizing and supporting community efforts to develop community leaders, improving the quality of life and to providing a pathway for gaining the knowledge needed to purchase a home.

This member position will allow our affiliate to continue to implement and grow a successful neighborhood revitalization program within the Washington Neighborhood of Long Beach, CA by utilizing community collaboration and partnerships to meet identified community aspirations. The member will use assessment tools, asset mapping, research analysis, community outreach strategies and other tools to increase the program's capacity. Additionally, the member will implement key projects within the community that address identified needs and aspirations including a resident leadership plan, a Safe Passage Program, Pathways to Homeownership, and developing a neighborhood plan.

In the short term the member will build upon the foundation laid by previous members and work with residents and community stakeholders to develop and implement a neighborhood plan. In the intermediate term the member will manage the logistics for the Pathways to Homeownership series and Safe Passage. In the long-term the member will also establish Habitat LA as a key community partner in the focus area creating a sustainable partnership that contributes to the revitalization of the Washington Neighborhood.

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

- 1000 individuals will collaborate with VISTA member on projects related to this position. (Stakeholders, volunteers, community members, staff, etc.)
- 4 systems and/or tools will be created, utilized or enhanced by VISTA member that will increase capacity at the affiliate (example Assessment tools, asset mapping, research analysis, community outreach strategies)
- 3 of 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 (implement resident leadership plan, Safe Passage Program administration; Pathways to Homeownership, a signature community event and other quick win projects that address the aspirations of the community.)

Objective One (First Quarter)
 EXPLORATION: Explore the programs, policies and procedures, leadership and resources that are currently in place at the

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site and identify best practices from other programs. Identify what additional needs the project requires. Document research and 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)

1. Research best practices, 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 Habitat LA. Identify specific examples where partnerships can exist or be enhanced. Research methods to increase participation with projects, including presentations, materials and systems for recruitment of partners.
3. 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.

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 outreach methods and programs that will increase the number of families served in the Neighborhood Revitalization program.
2. Develop and expand community partnerships that will support programs, develop resident leadership and leverage resources.
3. 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.
4. Formulate results and present to key stakeholders to establish direction of project.
5. 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.

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.*

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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 the new program.

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 related to Neighborhood Revitalization projects, the effectiveness of /projects, best practices and pending issues.
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 online
- Lockton Safety Courses online
- 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 (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- 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
- Host Site Events, including Hollywood Build (June); Builders Ball (Fall), Veterans Build (November). Participation in these events will be in line with AmeriCorps program regulations/restrictions
- Strategic Community events in Neighborhood Revitalization area that aid in performing service assignments

Education/Experience/Knowledge/Skills

Required:

- Valid Driver’s License, reliable transportation 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
- Ability to learn new software and use it to inform or assist with projects

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- Experience working as a member of a team or independently
- Knowledge of community development practices
- Project management experience
- A second language is highly desirable, with preferred language being Spanish

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 70% of this position requires outreach in the community,
- Member will need to walk around the community as the project dictates

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.*

This member will serve in two office locations (1) the office suite located in the Neighborhood Revitalization neighborhood and (2) the Bellflower office. In both offices the member will share an open-space office other staff and/or AmeriCorps members. The member will office in the Neighborhood Revitalization office suite three days per week and in at the main office two days per week (this is subject to change based on the flow of work). 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 *If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details:*

Given the nature of this position, some travel is required. 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 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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