

VISTA Assignment Description (VAD) Template

Updated September 2021 by Iowa & Minnesota Campus Compact

Title of Position: Supplemental Learning VISTA

Host Site: Catherine McAuley Center, 1220 5th Ave SE Cedar Rapids, IA 52403

VISTA Assignment Objectives and Member Activities

Directions: Break down the service year into a work-plan of time-delineated objectives and activities for the VISTA to accomplish. Add new boxes for additional objectives and delete any blank boxes leftover. There must be sufficient activities to cover the entire service-year.

- **Objective:** Objectives are one sentence statements that outline a major component of your VISTA member's work. You can have as many objectives as your project needs, but there should be a minimum of two.
- **Performance Period:** Indicate the timeframe for accomplishing the objective. Example: "Months 1-3"
- **Member Activities:** Think of this section as providing context for how your VISTA member will accomplish the objective. Provide as much context as possible. Statements should be in bullet point format and something that could easily be transferred to a resume (i.e. succinctly describe a task/activity).

Goal of the Project: To help extend, create, develop, and teach an expanded Cultural Orientation curriculum for immigrants and refugees. This course will expand refugee and immigrant learners' understanding and participation in their adopted community. This course will include English for everyday living, English for passing the driver's license test, and spans across several key modules to include employment, transportation, parenting, education, and more. The VISTA will help to create opportunities for immigrants and refugees to fully participate in their American community. Over the course of the project, VISTA members will develop curriculum, pilot select modules, recruit volunteer teacher aides, solidify community partnerships, and develop professional educational skills.

Objective I: Assess current state of Cultural Orientation curriculum development project to include modules, learning objectives, timelines, and curriculum plans in progress.

Performance Period: July - September 2022

Member Activities:

1. Assess current Cultural Orientation timeline and needs assessment. (Jul-Aug)
2. Finish Cultural Orientation needs assessment. (Jul-Aug)
3. Begin taking detailed and thorough planning notes on lessons and current structure of the project. (Sept)
4. Create a timeline and outline for the project going forward. (Sept)

Objective II: Based on the timeline and outline from Objective I, VISTA member will begin developing curriculum to include 10 modules: Health and Hygiene, Employment, Parenting and Family, Transportation, Driver's License English, Housing, Money, US Laws, Education, and Cultural Adjustment.

Performance Period: September - March 2023

Member Activities:

1. Utilizing CMC's Education Services curriculum development framework and with the Learning and Curriculum Manager's guidance, the VISTA member will begin creating lesson plans. (Sept-Mar)
2. The VISTA member will assess the need for community and partner involvement as they create lesson plans. (Sept-Mar)
3. The VISTA member will identify community partners needed within each module and solidify field trips, guest speakers, and activities, etc. (Sept-Mar)

Objective III: The VISTA member will pilot two finished modules, teaching 25-50 students total.

Performance Period: January- July 2023

Member Activities:

1. Once modules are completed, the Director of Education Services and the Learning and Curriculum Manager will assess, edit, and provide feedback. (Dec-Feb)
2. VISTA member will advertise and recruit students for the first two modules completed. (Nov-Jan)
3. VISTA member will schedule and teach two piloted modules. (Dec-Apr)
4. VISTA will begin planning to teach more piloted modules. (Jan-Jul)

Member Benefits:

- \$15,002 annual living stipend paid out every two weeks.
- Health benefit through AmeriCorps.
- \$6,345 Education Award or \$1,800 Cash Award upon successful completion of service.
- \$750 Resettlement Allowance for individuals moving 50 miles or more for the position.