

VISTA Assignment Description (VAD)

Title: Volunteer Recruitment and Event Management VISTA - LSNF

Sponsoring Organization: United Way of Escambia County
Project Name: Strengthening our Community by Aligning Systems
Project Number: 16VSSFL002
Project Period: 06/11/2017 - 08/04/2018

Site Name (if applicable): Legal Services of North Florida

Focus Area(s)

Primary: Disaster Services

Secondary: Veterans and Military Families

VISTA Assignment Objectives and Member Activities

Goal of the Project: Enhance Legal Services of North Florida's infrastructure by: 1) establishing and implementing volunteer recruitment plans, 2) developing a streamlined volunteer engagement and management plan, 3) streamlining donor relations and event management, 4) developing an advisory board.

Objective of the Assignment (*Period of Performance: February 2018- February 2019*)

Volunteer Recruitment- Assist in the recruitment of pro bono attorney volunteers, law clerks, law students, and other volunteers to support direct services. Outcomes Goals: 30- G3-3.1 Number of community volunteers recruited by organization or participant. 30- G3-3.2 Number of community volunteers managed by organization or participant. 60- G3-3.7 Hours of service contributed by community volunteers who were recruited. 60- G3-3.8 Hours of service contributed by community volunteers who were managed.

Member Activity: Establish a plan to recruit volunteer attorneys to accept pro bono cases that incorporates local voluntary bar associations, military spouses, and retired attorneys; and participation in the Supreme Court mandated Pro Bono Circuit Committee of the First Judicial Circuit.

Member Activity: Establish a plan to recruit non-attorney volunteers to support legal clinics, community education and direct service of staff, including contacting law schools, local colleges, and related programs to engage volunteers.

Member Activity: Assess short and long term need for volunteer resources and determine specific positions to be targeted/advertised for recruitment for each project.

Member Activity: Recruit a minimum of 30 volunteers in areas supporting veterans, disaster preparedness and recovery, housing, and other anti-poverty measures.

Objective of the Assignment (Period of Performance: February 2018 - February 2019)

Volunteer Management- Assist in developing a streamlined volunteer engagement plan, including a defined summer clerk program, a Veterans volunteer plan, and a disaster volunteer plan. Outcomes Goals: 15- D1 Number of individuals that received services in disaster preparedness. 15- D3 Number of individuals that received services in disaster recovery. 15- D4 Number of individuals that received services in disaster mitigations. 20- V1 Number of veterans that received assistance. 5- V7 Number of family members of active-duty military that received assistance. 25- V8 Number of veterans' family members that received assistance. 10- V9 Number of military service members that received assistance. 1- G3-3.3 Number of organizations implementing effective volunteer management practices.

Member Activity: Coordinate with management and staff desired outcomes and organization of summer law clerk program, developing a legal intern guide.

Member Activity: Assist in the recruitment and deployment of volunteers for and at Jazz for Justice event after determining specific volunteers and volunteer roles needed.

Member Activity: Support volunteer planning committee and staff in development and implementation of plan for November fundraiser and other donor education events, including taking lead of local effort to contact all attorneys in the 1st Judicial Circuit who will be listed on pro bono recognition materials and encourage and confirm participation.

Member Activity: Assist in facilitating acquisition of sponsorship funds as needed and directed by assigned team leaders of Jazz for Justice and Pro Bono Month events. Develop a minimum of 5 new donors.

Member Activity: Assist in efforts to thank and recognize volunteers and sponsors involved in Jazz for Justice and Pro Bono Month events.

Objective of the Assignment (Period of Performance: February 2018 - February 2019)

Donor Relations and Event Management- Assist and streamline the annual fundraiser and pro bono recognition events to ensure maximization of donors, sponsors, and public relations opportunities. Outcomes Goals: \$8000- G3-3.17 Dollar value of in-kind resources leveraged by organizations or participants

Member Activity: Support staff in development and implementation of plan for pro bono and volunteer recognition events.

Member Activity: Assist in the recruitment and deployment of volunteers for and at Jazz for Justice event after determining specific volunteers and volunteer roles needed.

Member Activity: Support volunteer planning committee and staff in development and implementation of plan for November fundraiser and other donor education events, including taking lead of local effort to contact all attorneys in the 1st Judicial Circuit who will be listed on pro bono recognition materials and encourage and confirm participation.

Member Activity: Assist in facilitating acquisition of sponsorship funds as needed and directed by assigned team leaders of Jazz for Justice and Pro Bono Month events. Develop a minimum of 5 new donors.

Member Activity: Assist in efforts to thank and recognize volunteers and sponsors involved in Jazz for Justice and Pro Bono Month events.

Objective of the Assignment (Period of Performance: February 2018 - February 2019)

Advisory Board- Assess the benefits of developing an advisory board to improve community input on services and needs. Outcomes Goals: 2- G3-3.11 Number of new systems/business processes or enhancements put in place. 2- G3-3.13 Number of additional activities completed and/or program outputs produced by the program.

Member Activity: Research other local advisory boards to determine proper composition of LSNF advisory board, including incorporating public and private sector representation.

Member Activity: Engage stakeholders and identify potential board members. Set up proposed membership of advisory board.

Member Activity: Develop bylaws and full membership of board

Member Activity: Develop board orientation, including execution of memorandum of understanding and basic or substantive training determined project goals and objectives.