



## AmeriCorps VISTA Assignment Description (VAD)

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| <b>VISTA Project:</b> Community Kitchen and Nutrition |                                    |
| <b>Site Name:</b> Foodlink                            | <b>Focus Area:</b> Healthy Futures |

| VISTA Member Activities and Steps Checklist   | Planned Period of Work                      |
|---|---|
| <p><b>Goal:</b> Reach more individuals and communities with our Community Kitchen and associated nutrition programs by expanding our outreach, providing innovative programs, and measuring our impact so we can continue to test new ideas.</p>  |   |
| <p><b>Objective 1:</b> Increase our impact through outreach and partnership building.</p> <p><u>Activity 1:</u> Recruit new partners for our Community Kitchen programs, including Summer Food Service</p> <p><u>Activity 2:</u> Recruit new and support existing nutrition education partners</p> <p><u>Activity 3:</u> Assist in the partnership development, customer service, and quality assurance for Community Kitchen and nutrition programs</p>                                      | Ongoing, but predominantly quarters 1 and 2 |
| <p><b>Objective 2:</b> Engage in program development, evolution, and innovation.</p> <p><u>Activity 1:</u> Research best practices as they relate to community kitchen and nutrition programs</p> <p><u>Activity 2:</u> Work with Director of Career Empowerment Initiatives to provide new workforce development opportunities throughout the community kitchen and nutrition programs</p>   | Ongoing, but predominantly quarters 2 - 4   |
| <p><b>Objective 3:</b> Volunteer Support</p> <p><u>Activity 1:</u> Work with Foodlink’s Volunteer Coordinator to recruit and support new volunteers for Community Kitchen and nutrition programs</p> <p><u>Activity 2:</u> Work with Foodlink’s Volunteer Coordinator to develop volunteer retention strategies for Community Kitchen and nutrition programs</p>  | Ongoing                                     |
| <p><b>Objective 4:</b> Demonstrate our impact through data and storytelling.</p> <p><u>Activity 1:</u> Assist with implementing and adapting evaluation plans for all community kitchen and nutrition programs including survey development, focus group implementation, and data management and analysis</p> <p><u>Activity 2:</u> Develop and implement a “Lunch and Learn” series for all staff related to data and evaluation best practices (e.g. collecting data with google forms)</p> | Quarter 3 - 4                               |

**TO APPLY:**

Please submit resume and cover letter to:

**Human Resources**

Foodlink

[HR@Foodlinkny.org](mailto:HR@Foodlinkny.org)

1999 Mount Read Boulevard

Rochester, NY 14615

Only serious candidates should apply. **Only successful candidates will be contacted.**