

Senior Corps Work Plan SAMPLE

Work Plan Name: Vocational Education – Sample 1 (RSVP)	Work Plan ID: PAC20052
Issue Area: Education	Total # Stations: 1
Service Category: Vocational Education	Total # Volunteers: 15
<p>Community Need: The Parker County Department of Human Services and the Parker Association for Retarded Citizens released a report citing a need for developmentally appropriate toys and games for the estimated 580 underprivileged, developmentally challenged children in the community. The RSVP Toy Workshop volunteers currently serve this growing need, but more trained volunteers are needed.</p> <p>The Parker County School District seeks non-profit programs such as the Toy Workshop to provide an outlet for their Special Education Life Skills classes. These classes offer youth ages 15-18 opportunities to serve the community and learn new skills. The Parker County School District has been recruiting youth volunteers from these classes to work with RSVP volunteers at the Toy Workshop where they will gain job skills and help provide toys to needy children.</p>	
<p>Service Activity: Fifteen RSVP volunteers will serve 24 hours each week to operate the Toy Workshop. RSVP volunteers will construct toys as well as train and supervise 25 youth volunteers in toy construction. Volunteers cut toys from patterns and construct the toys from hard woods donated by local lumber companies. Volunteers construct, paint, create puzzles, make doll blankets, pillows and clothes for toys and decorate the toys to create the finished product. The Toy Workshop expects its toys will reach 1,000 developmentally challenged children this year.</p>	
<p>Anticipated Input: Fifteen RSVP volunteers will each serve 1,200 hours during the year; total service hours will be 18,000.</p> <p>Three experienced woodworkers will provide the 15 RSVP volunteers with 16 hours of orientation and work-related training (machine safety, woodworking techniques, toy production). At least one of woodworkers will be available at the Toy Workshop five days a week for consultation.</p> <p>Charlie’s Lumber Company will donate materials and supplies for toy making (wood, paint, nails, hand tools, sandpaper, etc).</p> <p>The Parker County School District will provide 25 youth volunteers.</p> <p>RSVP program coordinators to provide ongoing training/supervision and recognition, as well as travel reimbursement to RSVP volunteers.</p>	

Anticipated Accomplishments/Outputs: New toys will be constructed and distributed to developmentally challenged children in Parker County.

Indicator: Number of toys constructed and distributed

Target: RSVP volunteers and youth volunteers will construct 1,000 toys and distribute them to developmentally challenged children in Parker County.

How Measured: *RSVP Toy Workshop Product Distribution Log*

Anticipated Intermediate Impact/Outcome: Youth volunteers will improve basic job skills.

Indicator: Percent of youth volunteers demonstrating improved basic job skills (e.g., staying on task, completing a task, punctuality, reliability, organization, communication skills, basic math skills, some recordkeeping)

Target: Seventy-five percent of the youth volunteers will demonstrate improvement in basic job skills.

How Measured: *Volunteer Job Skills Checklist* (retrospective survey to be completed by supervising RSVP volunteers after five months)

Anticipated End Impact/Outcome: Youth volunteers will learn toy-making, woodworking, and related skills.

Indicator: Percent of youth volunteers demonstrating proficiency in specific work skills (e.g., woodworking skills, safe, efficient use of tools, and some designing of games, puzzles, and toys)

Target: Seventy-five percent of the youth volunteers will master 60 percent of toy-making, woodworking, and related work skills.

How Measured: *Toy-Making Skills Mastery Checklist* (to be completed by supervising RSVP volunteers after eight months)