

Minnesota Literacy Council AmeriCorps*VISTA Leader Project Plan: 2007–2008

Column A Objectives/Goals	Column B Timeline	Column C Accomplishments
<p>Goal 1: Serve as VISTA Leader for MLC’s 40 VISTAs.</p> <p>Objective 1: <i>Advocacy</i>: Troubleshoot for all VISTA sites. Make one site visit with AmeriCorps*VISTA manager for each VISTA and/or attend special events on site.</p> <p>Objective 2: <i>Recruitment</i>: Assist VISTA sites with recruitment of VISTA candidates. Update and monitor online recruitment tool as well as websites, listservs, and other recruitment strategies. Generate a flyer for promotion of MLC VISTA sites and for assistance with recruitment. Staff a booth at local college recruitment fairs.</p> <p>Objective 3: <i>Training & Team-Building</i>: Provide opportunities for VISTAs to network with each other and other AmeriCorps members. Assist VISTAs in accessing other avenues for staff development and training. Assist in planning five in-service trainings, a retreat, and a summer celebration. Work with CNCS staff to plan a conference for all Minnesota VISTAs.</p> <p>Objective 4: <i>Communication</i>: Work with other VISTA leaders to produce a VISTA Connection, a bi-monthly newsletter to communicate with VISTAs in Minnesota. Check-in frequently with VISTAs through phone calls, email, etc.</p> <p>Objective 5: <i>Quarterly Progress Reports & Paperwork</i>: Review quarterly progress reports, aggregate and summarize information to share with CNCS and MLC staff. Process other VISTA paperwork as necessary (i.e., payroll, mileage reimbursement, PSO registration).</p> <p>Objective 6: <i>VISTA Leader Communication</i>: Collaborate with other AmeriCorps and VISTA leaders in Minnesota to plan events and share resources. Attend a week-long national VISTA leader training.</p>	<p>Quarters 1, 2, 3, 4</p>	

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<p>Goal 2: Work with MLC staff to enhance existing children’s and adult literacy initiatives.</p> <p>Objective 1: <i>Children’s Literacy Committee</i>: Participate in the MLC Children’s Literacy Committee and Children’s Tutoring Network to discuss children’s literacy issues.</p> <p>Objective 2: <i>Summer Reads</i>: Assist Summer Reads coordinator with interviews, SR Pre-Service Orientation and SR in-services as needed.</p> <p>Objective 3: <i>Website</i>: Maintain part of the MLC website as a resource for VISTAs, supervisors, and the general public. Create web boards to facilitate communication among VISTAs and VISTA supervisors.</p> <p>Objective 4: <i>Regular Meetings</i>: Participate in regular check-in meetings with Community Services manager</p> <p>Objective 5: <i>Staff Meetings</i>: Participate in monthly MLC staff meetings.</p> <p>Objective 6: <i>Other duties as assigned</i>: Assist with other MLC events, projects or professional development opportunities as necessary and relevant.</p>	<p>Quarters 1, 2, 3, 4</p>	