**VISTA Assignment Description (VAD) Template**

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| **Title:**  VISTA Tutor Recruitment Associate (2 VISTAs) |
| **Sponsoring Organization:**  READ USA, Inc. **Project Name:**  READ USA Capacity and Sustainability **Project Number:**  23VSHFL004**Project Period:**  August 14, 2023 - August 13, 2024 |
| **Site Name (if applicable):** READ USA HQ |
| **Focus Area(s)****Primary:**  Capacity Building **Secondary:** Education  |
| **Note:***If your VAD is not accepted, the State Office will note the reason(s) why here.* |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**  Develop a comprehensive volunteer and tutor recruitment/management process. Two VISTA members will focus on developing a comprehensive volunteer and tutor recruitment and management process.  |
| **Develop and implement a strategy for soliciting, engaging, and maintaining new tutors. (*08/14/2023 – 01/14/2024)*****Member Activities:**1. Develop job descriptions for tutor program positions.
2. Conduct listening sessions with tutor groups and partners to determine the best way to interface with said groups.
3. Create and maintain a database of tutors.
	1. Keep records of tutor activities, including numbers of tutors, hours worked, contact information, etc.
4. Support READ USA staff in creating and carrying out a tutor recognition program.

**Recruit, train, and retain additional tutors to support READ USA Tutoring Program. . (*01/15/2024 – 08/13/2024)*****Member Activities:**1. Recruit 75 new tutors
2. Coordinate with area nonprofits, government agencies, K-12 schools and higher education institutions for recruitment events.
3. Maintain a tutor database and keep records of tutor activities, including numbers of tutors, hours worked, contact information, etc.
4. Respond to all individual tutor inquiries.
5. Interview and place tutors for specific special events.
6. Support orientation and trainings for tutors - include specific training for roles
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