

VISTA Assignment Description (VAD) Template

Title: HomeFront Summer Camp Administrative VISTA

Sponsoring Organization: HomeFront

Project Name:

Project Number: 21VS245869

Project Period: 06/13/2022 – 08/19/2022

Site Name (if applicable):

Focus Area(s)

Primary:

Secondary:

Note:

If your VAD is not accepted, the State Office will note the reason(s) why here.

VISTA Assignment Objectives and Member Activities

Goal of the Project: For many years, HomeFront has run Camp Mercer, a day camp that serves children and youth from low opportunity families. We create a safe, welcoming environment, while giving them a summer of social, intellectual, and personal enrichment. We anticipate running a 2022 summer program with as much in-person interaction as the pandemic will permit. The Summer Camp Counselors will be a critical part of bringing the Summer Camp to life by working alongside children and youth from low opportunity families.

Camp Mercer's Administrative VISTA utilizes a trauma informed care approach to walk alongside campers. They have an understanding of barriers faced by children experiencing homelessness and want to dedicate their summer to help campers work through them. They serve as a role model, an advisor, a confidant, and a supervisor to the campers. The Administrative VISTA works closely with the Administrative Supervisor, Director other Camp Supervisors to ensure all administrative duties are completed correctly and on time. They are able to stay calm during stressful situations and stay on top of tasks in a fast-paced environment. The Administrative VISTA partners with other Camp Staff in creating a safe, fun and educational experience and active devotion to the well-being and happiness of each camper. They also use common sense and good judgment to significantly impact camper and staff experience.

Objective of the Assignment (06/13/2022 – 06/24/2022)

Collaborate with fellow team members to prepare for an eight week day camp

Member Activities:

1. Collaborate with a team to create all in house forms, staff binders, camp schedules and system for files.
 - a. Bond with other camp staff in order to form a strong, close team
 - b. Learn and utilize best practices for walking alongside children utilizing a trauma informed care approach
 - c. Familiarize themselves with and adhere to HomeFront and Camp Mercer policies and procedures

- d. Active participant in the creation and planning of camp schedules (groups, food, trips)
- e. Maintain and organize camper files
- f. Create all in house forms and staff binders

Objective of the Assignment (06/27/2022 – 08/19/2022)

Provide a safe, welcoming, and supportive summer enrichment experience for children who are currently experiencing homelessness.

Member Activities:

- 2. Maintain all in house forms, staff binders, camp schedules and files throughout the summer and effectively communicate each to all Camp Staff.
 - a. Strive to handle all conflicts with patience, compassion and consistency
 - b. Active participant in the creation and planning of camp schedule
 - c. Create weekly camp connection newsletter
 - d. Maintain and organize camper files
 - e. Ensuring camp photos and videos are taken and for the creation of marketing material for future camp seasons
 - f. Ongoing communication with community partners to secure food for whole summer and to fill campers schedule with relevant programming and trips
 - g. Answer phone calls
 - h. Create all in house forms and staff binders
 - i. Ongoing communication with all staff
 - j. Enforce and follow all safety guidelines
 - k. Know, understand and follow emergency summer camp procedures
 - l. Other duties as assigned