

VISTA Assignment Description (VAD)

Title: VISTA Outcome Evaluation Specialist

Sponsoring Organization: Boys & Girls Club of Lawrence

Project Name: Outcome Evaluation

Project Number: 16VS178909

Project Period: 11/19/2016 – 11/18/2017

Site Name (if applicable):

Focus Area(s)

Primary: Capacity Goal; Leveraged Resources

Secondary: Education; K-12 Success

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:

The VISTA project will build the capacity of the Boys & Girls Club of Lawrence (BGCLK) by focusing on data collection and evaluation by researching and reviewing the current outcome-driven club experience. VISTA will assist with developing a methodology, revising the data collection process, and assessing data analysis and reporting processes. VISTA will create a process for upkeep of backlogged data into an electronic format. VISTA will design communication methods to tell the story of program impact.

The VISTA will review the evaluation process that supports the members that attend BGCLK, ages 5-18. 50% of the members that attend the Club are considered to be below the poverty line. The VISTA will bring youth out of poverty.

Objective of the Assignment (11/19/2016 – 11/18/2017)

The VISTA will assist the Director of Operations by focusing on current and new data collection processes by reviewing the current outcome-driven club experience at the Boys & Girls Club of Lawrence (BGCLK).

Member Activities:

1. Number of members that are evaluated in one or more of BGCLK targeted and/or grant funded programs on an annual basis
 - a. Review pre/post survey process for all targeted/grant funded areas.
 - b. Research new survey processes.
 - c. Make any necessary adjustments to increase the amount of participants in the pre/post surveys
2. Support ongoing survey techniques
 - a. Assist with all survey procedures

Objective of the Assignment (11/19/2016 – 11/18/2017)

The VISTA will assist the Director of Operations by focusing on the data analysis throughout the evaluation process of the outcome-driven club experience. The VISTA will also assess the best avenue to communicate the impact of the club experience to all stakeholders.

Member Activities:

1. Data analysis and reporting processes
 - a. Review data that is collected throughout the survey processes
 - b. Create process for entry and upkeep of backlogged data into an electronic format
2. Design communication methods to tell the story of program impact to various audiences
 - a. Create communication for: e.g., staff, participants, schools, parents, donors, board of directors, broader community
 - b. Initiate conversations with local universities for potential research study collaboration.

Preferred Qualifications

- Relevant degree, or equivalent combination of education and experience
- Candidates must be self-motivated, detail-oriented, highly-organized and have experience using online databases
- Excellent writing and analytical and research skills
- Excellent with Microsoft Office Suite; Word, Excel and PowerPoint
- Familiar with Google Drive; Gmail, Sheets, Docs, Forms and Slides
- Familiar with organizing and analyzing large sets of data
- Familiar Microsoft and Apple operating software