An AmeriCorps Assignment Description (AAD) is required for each requested AmeriCorps member. The AAD outlines the project’s major objectives and the AmeriCorps member’s responsibilities. If the proposed AmeriCorps project is accepted, the AAD will be used to create listings for the AmeriCorps position(s), and will be made available to potential candidates. It is also expected that the AAD will guide the member’s activities during their term of service and that activities that depart substantially from the AAD will not be performed without prior approval of the AmeriCorps Manager.

Primary and Secondary Goals, as well as objectives related to member orientation and national days of service, are **pre-populated** in the AAD template and are requirements for all members unless a special exception is made by the AmeriCorps Manager.

1. College Near-Peer Coaches – Success and Retention: AmeriCorps Teams will mentor and support underserved students with financial literacy, academic mentoring, social-emotional skill development, food and basic needs supports, and civic engagement opportunities.

The overall goal of this project is to develop programming for economically disadvantaged high school students in an effort to increase their transition rate to postsecondary institutions. Currently, 40% of Montana high school students do not attend college. Through the Team Leader’s efforts, high school students will have a better understanding of how to navigate the transition to postsecondary education and achieve success. The project will provide educational support and activities for all students to succeed.

**Objective 1**: Develop programming to address pre-collegiate students concerns on how to navigate the college process.

**Member activity**: Research and assess the barriers hindering low income high school students from attending college.

**Member activity**: Create an interactive, educational presentation to address these barriers or concerns of high school students.

**Member activity**: Present college access and student success information to visiting student groups (Gear Up), Summer Experience students, and at the local high schools.

**Objective 2**: The Vista will develop service and experiential learning activities to engage high school students enrolled in dual enrollment and running start courses.

**Member Activity**: Develop meaningful service projects in collaboration with FVCC Community Partner organizations.

**Member Activity**: Recruit first generation students/volunteers to participate in Student Leadership programming.

**Member Activity**: Create a program for study groups (Study Jams) for the target population.

**Member Activity**: Complete program guides for all activities a create a legacy binder for sustainability.
The AmeriCorps Team Leader will research, develop, and implement programming to aid in student success and retention efforts. Programming efforts will include student basic needs, community service, multicultural and diversity, equity, inclusion and accessibility (DEIA), and programming to enhance our TRIO, GearUp, and Running Start programs. This position will lead a team of 4 student team members to accomplish this goal.

Through the AmeriCorps Team's efforts to carefully develop and implement programming on campus will help our current students to achieve success and aid in retention. Through the AmeriCorps Team's efforts, high school students will have a better understanding of how to navigate the transition to postsecondary education and achieve success.

<table>
<thead>
<tr>
<th>Objective of the Assignment:</th>
<th>Book Shoppe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The VISTA will research and develop a system for volunteers to receive and sort books to prepare for the Book Shoppe. This will promote the Literacy Center and reach more people in need of Literacy's services.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member Activity:</th>
<th>Research and develop Literacy Center Used Book Shoppe. Develop system for receiving and sorting used books for the Book Shoppe, Book Delivery Program, Grocery Delivery Program, Little Free Libraries and No Kid Hungry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of community volunteers recruited by CNCS-supported organizations or national service participants - Target: 15</td>
<td></td>
</tr>
<tr>
<td>Data Collection Method:</td>
<td>Volunteer sign in logs, volunteer registration forms</td>
</tr>
<tr>
<td>Number of Organizations that received capacity-building services from CNCS-supported organizations - Target: 22</td>
<td></td>
</tr>
<tr>
<td>Data Collection Method:</td>
<td>Feedback forms</td>
</tr>
<tr>
<td>Number of organizations implementing three or more effective volunteer management practices because of capacity building services provided by CNCS-supported organizations or national service participants - Target: 5</td>
<td></td>
</tr>
<tr>
<td>Data Collection Method:</td>
<td>Interviews</td>
</tr>
</tbody>
</table>
Objective of the Assignment: Leaders of Tomorrow
The VISTA will enhance their personal growth and knowledge of how much poverty there is in our community.

Member Activity: Attend monthly Leaders of Tomorrow Sessions to learn about the infrastructure of a community and to enhance skill development and continued personal growth.

Number of community volunteers recruited by CNCS-supported organizations or national service participants - Target: 0 - This is not a program that needs volunteer recruitment.
Data Collection Method: N/A

Number of Organizations that received capacity-building services from CNCS-supported organizations - Target: 5
Data Collection Method: Personal onsite tours

Number of organizations implementing three or more effective volunteer management practices because of capacity building services provided by CNCS-supported organizations or national service participants - Target: 5
Data Collection Method: Personal onsite tours

Objective of the Assignment: Cribbage Program
The VISTA will develop a Cribbage Program for 4th grade students in Kalispell area grade schools. This will promote the Literacy Center and reach more people in need of Literacy's services.

Member Activity: Develop Cribbage Program for 4th grade students in Kalispell area grade schools. Recruit volunteers, coordinate with area schools, document volunteer hours and host year end Cribbage tournament.

Number of community volunteers recruited by CNCS-supported organizations or national service participants - Target: 15
Data Collection Method: Volunteer registration forms, sign in logs

Number of Organizations that received capacity-building services from CNCS-supported organizations - Target: 7
Data Collection Method: Follow up phone calls, Interviews

Number of organizations implementing three or more effective volunteer management practices because of capacity building services provided by CNCS-supported organizations or national service participants - Target: 7
Data Collection Method: Follow up phone calls, Interviews