

VISTA Assignment Description (VAD)

VISTA Host Site: Community Action Center
Site Supervisor: Anika Rychner

Project Goal: Build Community Action Center's capacity to increase the quantity and access of healthier food options for low-income families to help reduce the burden of food insecurity and poverty in the Northfield area.

1. **Objective:** Increase CAC's volunteer recruitment, retention, support, and training in collaboration with Carleton College.
 - a. *Activity:* Develop volunteer descriptions and potential roles in the organization.
 - a. *Activity:* Identify and pilot the development and implementation of a volunteer management system.
 - a. *Activity:* Develop a standardized workflow and policy for all CAC staff to follow when engaging, training, or supporting a volunteer.

1. **Objective:** Increase quantity of locally grown produce available at CAC's food shelf.
 - a. *Activity:* Create infrastructure and develop partnership for at least 2 new CSA partnerships to provide fresh and local produce to CAC food shelf.
 - a. *Activity:* Explore possible "gleanings" programming and prepare an assessment of the viability of exploring a "gleanings" model for CAC.
 - a. *Activity:* Present assessment to CAC leadership and staff and create plan for next steps based on findings.
 - a. *Activity:* Design evaluative measure to survey clients on selection and quantity of produce made available.

1. **Objective:** Increase low-income families' access to CAC's food support systems
 - a. *Activity:* Design informative poster and brochure templates highlighting CAC's food supports, with an already secured media partner.
 - a. *Activity:* Explore possible "mobile food shelf" systems and prepare an assessment of the viability of exploring a "mobile food shelf" system for CAC.
 - a. *Activity:* Present assessment to CAC leadership and staff and create plan for next steps based on findings.

Activity: Develop a client leadership structure to help provide sustained and continual feedback and direction to CAC food systems, including at least 10 clients engaged in the process.