



VISTA Assignment Description

VAD

VISTA Member Name	
VISTA Title	VISTA Outreach Coordinator
Member Term of Service	August 2018-2019

Site Name	Freeport Community Services
EIN Number	01-0332769
Service Location (address including 4 digit zip extension)	53 Depot St. Freeport, ME 04032-0119
Supervisor Name/Title	Paula Paladino, M.A. Executive Director
Supervisor Phone/Email	207-865-3985 x. 204 ppaladino@fcsmaine.org

Project Name	Goodwill VISTA Partnership
Sponsoring Organization	Goodwill Industries of Northern New England
Project Number	17VSAME002
Project Period	
Focus Area	Healthy Futures
Secondary Focus Area	Economic Opportunity
Number of Years with Goodwill VISTA Partnership	N/A
If more than 3 site must define a NEW project for the VISTA(s).	N/A

VISTA Assignment Objectives & Member Activities	
Host Site Organization Overview	Freeport Community Services (FCS) traces its beginnings back to the early 1970's, when a group of local women decided to start an organization to help their friends and neighbors in need. The founders were not wealthy people – they were simply compassionate, entrepreneurial community members who knew they could make a difference. The founders created a space in a room above a volunteer's garage. They collected furniture, food and clothes for friends and neighbors in need. A few of these women, now in their 80s and 90s, volunteer today in the FCS food pantry and thrift store. FCS is a community-run, community-based, not-for-profit organization serving the towns of Freeport and Pownal. Our mission is to enrich lives, connect neighbors, and help those in need. Since 1974, we have provided essential services such as emergency food, fuel, and utility assistance, as well as enrichment programs for children and adults. FCS also owns and manages the Freeport Community Center, which houses six non-profit organizations, and serves as a venue for many community arts and cultural events, educational and recreational activities.
Project Goal	The Vista Member will bring diverse groups together to help build an “age friendly” community in the towns of Freeport & Pownal. S/he will help build capacity for the community to successfully create resources to “keep seniors home” with an emphasis on those who are in poverty and/or on fixed incomes. This will be accomplished by building a project “workforce” through outreach and networking, forums/meetings etc. to identify parties needed at the table & developing key messages/materials to reach intended

	audiences. The VISTA member will provide leadership in creating a Steering Committee to oversee these efforts and in developing an action plan that addresses the key needs of seniors to remain at home that is measurable & sustainable.
Objective 1	Work towards helping older adults remain in their own homes and community and ending the cycle of poverty through the organization’s mission and the activities of the VISTA member.
Timeframe	Continuous
Member Activities – Objective 1	<p>The United Way of Greater Portland cites in their draft 2015 White Paper on Financial Stability that “Reducing poverty and increasing financial stability are sound social investments for Cumberland County, because doing so generates returns to society over time in the form of higher real Gross Domestic Product (GDP), reduced expenditures on healthcare and crime, and improved quality of life.” (page 3). FCS has a measurable impact on the financial stability, and the health and wellness of the residents of Freeport and Pownal. FCS supports families with food, fuel and other emergency assistance programs; maintains health and wellness of our citizens through free transportation, medical equipment, and health and nutrition services; and provides enrichment services for children, including an early literacy program and summer camp scholarships. In the last year, FCS also helped to initiate the Backpack program for food insecure students in RSU5, providing healthy and nutritious food for them over the weekend.</p> <p>We are an extremely low barrier agency – most of our programs require only proof of residency. All of our services are open to any resident in Freeport or Pownal, although many are designed to support the most vulnerable in our community. In 2016, our food pantry served 444 people monthly, and we provided fuel assistance in winter months to 118 individuals. Our free transportation program provided over 180 rides to medical and other essential appointments and 80% of these rides were to seniors.</p> <p>It has become increasingly clear that people want to age in the places where they have set down roots, developed social networks and feel comfortable with what is familiar. At least 71% of people over age 50 and 85% of those age 65 and older say they want to age in their home or community for as long as possible. Yet aging in community presents numerous challenges to individuals and the communities they live in.</p> <p>Maine is not only the oldest state in the nation by median age; it is also the most rural state in the nation. According to the 2010 U.S. Census, 15.9% of Mainers are age 65 or older and 61.3% of Mainers live rurally. This is a challenge when 90% of older Mainers report wanting to remain in their homes & communities as they age. At the same time, many of Maine’s seniors are economically disadvantaged. Our rapidly aging population presents challenges as well as opportunities to support our most vulnerable elders. Significant numbers of Maine’s seniors face economic challenges and in rural areas, lack of transportation is a profound issue.</p> <p>In 2016, Planning Decisions, Inc. conducted a “Low-Moderate Income Population Needs Assessment for Freeport and Pownal” in conjunction with Freeport Housing Trust and Freeport Community Services. The findings in the report were organized around 6 key themes that emerged which included “Keeping Seniors Home” as the top priority.</p> <p>The combined population of Freeport and Pownal aged 65 and older is 15% (QuickFacts, U.S. Census) and is greater than Cumberland County as a whole. The report found that more people are living below the FPL (federal poverty level) in Freeport and Pownal age 65 and older compared to Cumberland county and the state as a whole. There were about 1,600 residents in Freeport and Pownal over the age of 65 in 2014, approximately 900 households. If current trends continue, Planning Decisions projects that there will be nearly 1,300 such</p>

	<p>households in 2020, a 40% increase. Maine seniors 60 and older suffer the 13th highest rate of food insecurity in the nation with nearly 17% experiencing the threat of hunger compared with 15.75% national average. Additional findings in the assessment include:</p> <ul style="list-style-type: none"> a. Disability: Thirty five percent of those 65 and over have some form of disability, with 23.2% reporting an ambulatory disability. For those over age 75 in Freeport and Pownal in 2014, the odds are two out of three that they have a disability-whereas for the population as a whole, the odds are one in 9. b. Isolation: A quarter of those over age 65 in Freeport and Pownal are living alone. Most are women. c. 46% of people over aged 65 would use a ride service but couldn't afford to pay for it. d. Survey results indicate that half of seniors would use recreation, home repair, and transportation services but couldn't afford to pay for it. e. There are over 1,000 people or 400 food insecure households in Freeport and Pownal and an estimated 175 households not served by FCS food programs. f. 300 renters were paying over 30% of income for rent in 2013 of which 50% were paying over 50% of their income for rent in Freeport and Pownal. <p>Our goal is to create an age-friendly community, ensuring seniors particularly those experiencing poverty, can age successfully with dignity and independence while remaining at home in Freeport and Pownal. We are prioritizing the following issues related to seniors' well-being:</p> <ul style="list-style-type: none"> a. Food insecurity: Ensuring no seniors go hungry by supporting our food pantry, food delivery, re-vamping our community garden and other services. b. Transportation: Connecting older residents with rides to important services that can keep them healthy and independent. c. Housing and home repair: Providing safety checks and modifications so that seniors can safely age in their homes. d. Connection to community supports: Linking residents with social companions and other activities to combat isolation.
Objective 2	Increase sustainability of the VISTA project by creating, maintaining and expanding a leadership structure to support the project and drive its success. The VISTA member will establish a "Steering Committee" comprised of diverse residents knowledgeable of needs of older adults from the towns of Freeport and Pownal to lead and implement strategies to sustain this initiative through the creation of an action plan.
Timeframe	Continuous
Member Activities – Objective 2	<ol style="list-style-type: none"> 1. Identify 16-18 local residents to become members of a "Steering Committee" to lead and inform this initiative. <ul style="list-style-type: none"> a. Convene initial meetings to identify areas of need, resources and gaps. b. Assist the Steering Committee in creating a "strategic framework" to drive the activities including a vision, mission and core values. c. Conduct a "Planning Retreat" to review the assessment completed in 2016, initiate asset mapping and identify steps needed to create an action plan with an emphasis on understanding the current needs of local residents. d. Lead the process to establish an action plan with a focus on the 8 domains of livability identified by the AARP. 2. Identify other partners and parties needed at the table in order to develop age-friendly practices and identify next steps to get them involved. 3. Conduct regularly scheduled meetings of the "Steering Committee" including developing the agenda, taking notes and coordinating meeting location.

Objective 3	Assist with creating and implementing age-friendly initiatives so that older adults/seniors in the towns of Freeport and Pownal are able to “age in community” or age in place safely and securely, out of poverty.
Timeframe	Continuous
Member Activities	<ol style="list-style-type: none"> 1. Gain knowledge about the community we serve, its residents, the history, mission and programs of FCS. <ol style="list-style-type: none"> a. Develop an understanding of the community residents we serve including their strengths, needs, challenges and what their futures might look like over the next year, 5 years 10 years etc. through meetings with them, our partners and others in the community. b. Identify new and develop on-going relationships with partners to support this initiative, connecting people to needed services and supporting the development of new projects and services. c. Function as the volunteer coordinator for this initiative, managing volunteers. d. Along with other staff, field local resident requests for services and provide information on resources available locally and regionally. e. Identify potential funding streams including the towns, foundations and donors. 2. Identify Age-Friendly Community Initiatives best practices and recommendations from Maine and nationally. Identify what best practices help ensure seniors living in poverty have increased access to programs in the 8 domains of livability that decrease expense and costs for housing, home maintenance, transportation, food and connectivity (i.e. Catholic Charities SEARCH program). 3. Position this initiative to become a member of the nationwide Network of Age-Friendly Communities (NAFC) of the AARP.
Objective 4	Establish a workforce to oversee and implement the project by recruiting volunteers and local residents to oversee the implementation of age-friendly principles, engaging people age 50+ at all levels in the change process.
Timeframe	Continuous
Member Activities – Objective 4	<ol style="list-style-type: none"> 1. Conduct “Community Stakeholder” meetings to increase community awareness and better understand issues related to poverty (based on the Bridges out of Poverty body of work), what an age-friendly community is, how they are created and what core services are available to Freeport and Pownal residents that support healthy aging and; <ol style="list-style-type: none"> a. Identify those individuals and groups that want to be involved as a committee member, volunteer, or participant. b. In conjunction with the Steering Committee, establish committees and their members to focus on key issues identified with an emphasis on senior hunger, transportation, home modifications, access to health services and decreased isolation. c. Identify key stakeholders and recruit community members to sign on as organizers and committee participants through focus groups, public meetings, outreach and marketing to various constituent groups. 2. Recruit a dynamic pool of volunteers of all ages, demographics, interests, aptitudes and availability to address the needs of participants. <ol style="list-style-type: none"> a. Develop intake and screening forms and processes for prospective volunteers and participants. b. Assist in interviewing, screening and training volunteers. 3. Cultivate key project messages for prospective volunteers, service providers, potential recipients, new organization partners and the public. <ol style="list-style-type: none"> a. Develop marketing and media tools, including brochures, fact sheets and a project webpage.

	<ul style="list-style-type: none"> b. Disseminate project materials to local agencies and organizations serving target populations as well as public places. c. Arrange for traditional press coverage through local TV and newsprint media. d. Attend community events and distribute materials.
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Objective 5	Build a sustainable, effective and accountable age friendly initiative that addresses the eight domains of livability-regardless of income.
Timeframe	Continuous
Member Activities – Objective 5	1. Assist in developing the community garden to its potential with an emphasis on recruiting older adults to volunteer and in identifying new project participants who can benefit that are food insecure.
	2. Recruit new volunteers and retain existing ones to support and grow the volunteer workforce necessary to the program’s sustainability.
	3. Create systems to ensure on-going accountability and sustainability of the approved action plan.
	4. Develop policies to facilitate consistency in and shared understanding of governance and operating practices.
	5. Identify funding streams that are sustainable.

		Training	Expected Timeframe
Training Component		Goodwill VISTA Partnership Trainings <i>(outlined in Member Training Calendar)</i>	Ongoing
		3 overnight trainings in September, February and May. Dates TBD. Most are 2 nights, 3 days.	
		Monthly trainings including: webinars, member conferences or day-long conferences. Dates and locations TBD. Travel may be required.	
		Volunteer orientation including boundaries, sexual harassment, etc.	Sept. 2018
		Annual Conference from the Maine Council on Aging (Wisdom Summit)	Sept. 2018
		Tri-State Collaborative on Aging Conference	May 2019
		Agency in-service trainings and staff meetings, 2 staff retreats	Bi-weekly
	Service Component		National Days of Service
		9/11 Day of Service and Remembrance	Week of 9/11
		Dr. Martin Luther King Jr. Day of Service	Week of 1/21
		AmeriCorps Week	2 nd Week of March

AmeriCorps VISTA Benefits	
	<ul style="list-style-type: none"> • Stipend of \$1,026 per month throughout the 12 month term • Choice of \$5,920 education award or \$1,800 cash stipend upon completion of service <ul style="list-style-type: none"> ○ Education award can be to pay off qualified loans, or for educational expenses at Title IV schools • Forbearance of federally qualified student loans during service term (interest paid by AmeriCorps) <ul style="list-style-type: none"> ○ Stafford ○ Perkins ○ Some private loans (you must call lender to ask) • Health Benefits (go to link below for more details) • Workers Compensation Coverage • Child Care Reimbursement (if income eligible)

- 10 days of sick leave and 10 days of vacation leave
- Relocation Allowance for service for those who relocate 50 miles or more (from their home of record)
 - One time relocation allotment of \$550 and reimbursement for travel costs (baggage shipment, mileage reimbursement if driving a personal vehicle)
- Non-competitive eligibility for Federal Jobs for 1 year after your term of service
- Networking/professional development
- Mileage reimbursement to AmeriCorps sponsored training events
- Mileage reimbursement for project/site related travel consistent with staff reimbursement at the site
- Usually eligible for Food Stamps (SNAP) – should apply for benefit before starting VISTA term

For more information about VISTA: <http://www.vistacampus.gov/>

AmeriCorps Prohibited Activities

The following activities are prohibited in AmeriCorps Programs:

- (a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:
1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting, or deterring union organizing;
 4. Impairing existing contracts for services or collective bargaining agreements;
 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 8. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
 9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services; and
 11. Such other activities as CNCS may prohibit

Capacity Building Performance Measures

As a general rule, capacity building activities are *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1. Be intended to support or enhance the program delivery model.
2. Respond to the organization’s goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community, and
3. Enable the organization to provide a sustained level of more or better services after the national service participant’s term of service has ended.

These Capacity Building Performance Measures should directly relate to the VISTA member Goal/Objectives/Activities outlined in the VAD. Please rank your top three performance measures in order as how they correlate to the VAD objectives and activities you just listed.

***Please Note:** Although we ask that you to rank the top 3 primary measures associated with the member position, members will be expected to report applicable accomplishments on ALL performance measures via reporting procedures throughout the year. Please indicate your top performance measurement.*

Selection 2018-2019	Performance Measure	2018-2019 Target #
1	Number of community volunteers recruited by CNCS-supported organizations or national service participants	50
2	Number of community volunteers managed by CNCS-supported organizations or national service participants	15
	Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants	
	Number of organizations that received capacity building services from CNCS-supported organizations or national service participants	
	Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants	
	Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants	
6	Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants	400
	Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants	
	Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient	
	Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective	
	Number of new systems and business processes (technology, performance management, training, etc) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants	
	Number of organizations that monitored their progress towards the goals identified in their community assessment with the assistance of CNCS-supported organizations or national service participants	

5	Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in:	
	a) Disaster Services	
	b) Economic Opportunity	
	c) Education	
	d) Environmental Stewardship	
	e) Healthy Futures	15
	f) Veterans and Military Families	
	Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or notational service participants	
	Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in:	
	a) Disaster Services	
	b) Economic Opportunity	
	c) Education	
	d) Environmental Stewardship	
	e) Healthy Futures	
	f) Veterans and Military Families	
	Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants	
4	Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants	\$8,000
3	Number of new beneficiaries that received services as a result of capacity building efforts in	
	a) Disaster Services	
	b) Economic Opportunity	10
	c) Education	
	d) Environmental Stewardship	
	e) Healthy Futures	25
	f) Veterans and Military Families	
	Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g. racial or ethnic group) that received services as a result of capacity building efforts in:	
	a) Disaster Services	
	b) Economic Opportunity	
	c) Education	
	d) Environmental Stewardship	
	e) Healthy Futures	
	f) Veterans and Military Families	