

VISTA Assignment Description (VAD)

Title: Early Learning Partnership Coordinator

Sponsoring Organization: Oregon Campus Compact
Project Name: Campus Compact of Oregon VISTA Operational Grant
Project Number: 13VSPOR002
Project Period: 08/21/2016 - 08/19/2017

Site Name (if applicable): KairosPDX

Focus Area(s)

Primary: Education

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: KairosPDX is a non-profit organization focused on delivering equitable education to historically underserved children, their families and their communities. The VISTA will build the human and resource capacity of Kairos to increase educational enrichment opportunities for economically disadvantaged and culturally diverse students ages 0-5. The VISTA will complete this by building early learning community partnerships, increase resources for children and providers in the culturally-responsive early learning field, perform community outreach specific to early learning networks and identify areas where Kairos can support and incorporate early learning into our programs for the most vulnerable 0-5 year olds.

Objective of the Assignment (Period of Performance: 8/26-9/16)

Understand the office, culture, North Portland, student and community population of KairosPDX.

Member Activity: 1. Meet with supervisor and Kairos staff to learn about mission, program goals and student populations as well as scope of work and position vision, hopes and dreams. 2. Participate in orientation and trainings during PSO and on site including key activities throughout the day such as lunchtime, SMART reading time, welcome and drop off time and family engagement opportunities. 3. Review resources that were collected over previous VISTA's tenures as well as our charter renewal. 4. Spend time reading charter proposals and renewals to gain understanding of long-term organization goals. 5. Develop a one-pager outlining organization goals and needs in the early learning realm.

Objective of the Assignment (Period of Performance: 9/17-10/17)

Research community needs and opportunities to meet these needs.

Member Activity: 1. Meet with leadership to discuss needs surrounding early learning and what resources would help them achieve these goals. 2. Meet with families and family council to determine needs as they relate to early learning needs and resources. 3. Configure opportunities based on needs assessments conducted. 4. Research the early learning organizations already in existence within our community for potential partnership. Attend meetings with partners to this end. 5. Meet with our partners at SVP (Social Venture Partners) and help put together early learning capacity plan. 6. Begin attending partnership meetings offered in community relevant to early learning (children 0-6)

Objective of the Assignment (Period of Performance: 11/18-1/25)

Collaborate with partners and Kairos staff to develop and implement programming that will enrich the Kairos opportunity to serve early learners.

Member Activity: 1.Prepare needs assessment findings to share with families and staff 2.Target outreach to specific partners based on this. 3.Create a template for partners to fill out while exploring partnership including logistics and equity. 4.Develop a spreadsheet with notes on each partner including why the partnership will or will not work. 5.Develop best practices for proper facilities and materials to host partnership, resource documents, and identify logistical needs.

Objective of the Assignment (Period of Performance: 1/26-6/25)

Coordinate and evaluate partnerships.

Member Activity: 1.Support and oversee partnerships to ensure there is clear two-way communication and that they are mission aligned and meeting expectations. 2.Work with families to gain feedback on if their needs are being met. 3.Coordinate feedback loop between partners and Kairos educators to assess quality of partnership and quality of instruction. 4.Coordinate communication between partners and KairosPDX.

Objective of the Assignment (Period of Performance: 6/25-8/25)

Ensure sustainability of partnerships through documentation and appreciation.

Member Activity: 1.Connect with partners, students, families, and staff to evaluate the program and make recommendations for the following year. 2.Develop a program or activity to thank community members for their work. 3.Create comprehensive documentation of the program and new partnerships. 4.Create a plan (based on year long process) for early learning integration into KairosPDX programs: Kairos Learning Academy, Family Connections Programming. 5.Identify an early learning specialist in the community. 6.Lay the groundwork for continuing all partnerships the following year and training someone on these partnerships.