



Families First Community Center

501(c)(3) Organization: 47-4792801

P.O. Box 951, Ellsworth, ME 04605

(207) 460 – 3711

familiesfirstellsworth@gmail.com

www.familiesfirstellsworth.org

Mission Statement: We seek to break the cycle of homelessness by equipping families with minor children the skills they need to gain self-sufficiency.

Families First Community Center is seeking an administrative intern through the Goodwill VISTA Program. Included in this document is a list of simplified duties this person would have, and the detailed information from the Goodwill VISTA Program on the position as well. Contact us at 460-3711 or familiesfirstellsworth@gmail.com with any questions.

1. Volunteer Coordinator for the renovations
2. Communicate with the renovation project manager and help communicate daily activities/completions to the president
3. Find new partner agencies to help the residents and clients
4. Increase the involvement of our current partners
5. Bring 15 additional agencies to FFCC as partners
6. Recruit new volunteers and coordinate activities
7. Work in outreach with the community to receive more classes for our residents and clients
8. Ensure that new classes and one-on-ones skills training gets placed into appropriate individuals' Life Plans
9. Pilot ways to spread the word about FFCC and our mission to help more throughout the county
10. Increase awareness of FFCC by 15% in the county
11. Support the setup of new computers and software
12. Researching classes for staff and volunteers
13. Helping on the Green Commission to locate places for more walkways and bikeways in the county for those without access to a vehicle
14. Joining our commission to better count the homeless population of the county



VISTA Assignment Description

Summer Associates

Number of Associates	1
Member Term of Service	May 20 – July 29, 2018

Site Name	Families First Community Center
EIN Number	47-4792801
Service Location (address including 4 digit zip extension)	PO Box 951 (41 North Street) Ellsworth, ME 04605
Supervisor Name/Title	Dawn Coffin, Board President
Supervisor Phone/Email	(207) 460-3711; familiesfirstellsworth@gmail.com

Project Name	Goodwill VISTA Partnership
Sponsoring Organization	Goodwill Industries of Northern New England
Project Number	15VSAME001
Focus Area	Education
Secondary Focus Area	Economic Opportunity
Note	

VISTA Assignment Objectives & Member Activities

Host Site Organization Overview	Families First Community Center seeks to break the cycle of homelessness by equipping homeless families with minor children the skills they need to gain self-sufficiency. FFCC's vision is that of a transitional home that will assist residents with everything they need to live an independent, stable and fulfilling life. FFCC provides safety & stability, medical checkups, as well as job skills coaching and educational support.
Project Goal	Developing community resources to bring more services to our residents and clients
Project	<i>Project Summer Associate(s) will complete</i>
	<ol style="list-style-type: none"> 1. Find new partners to help the residents and clients and increase the involvement of our current partners as much as possible. <ol style="list-style-type: none"> a. Bring 15 additional agencies to FFCC as partners (in our Strategic 3 Year Plan) to bring more services to the residents/clients 2. Work in Outreach with the community to our partners and potential partner agencies to get more help/classes for our homeless residents/clients. <ol style="list-style-type: none"> a. Ensure that new classes and one-on-one skills training gets put into appropriate individuals' Life Plans so that they are assured of learning the skills and becoming self-sufficient in it. 3. Brainstorm and pilot ways to spread the word of FFCC and what we can do to help more throughout the county. <ol style="list-style-type: none"> a. Collaborate with partner agencies. 4. Communicate with the renovation project manager and help communicate daily activities/completions to the president. 5. Helping on the Green Commission to locate places for more walkways and bikeways in the county for those without access to a vehicle. 6. Test/support the setup of new software.

Expected Outputs and Outcomes

Please list 3-5 outputs and outcomes for the Summer Associate project. This section is for CNCS and Goodwill to measure the success of the Summer Associate position. There are examples listed in the chart below that you are welcome to use but feel free to create your own.

These outputs and outcomes should relate to the Summer Associate Goal/Objectives/Activities outlined in the SA VAD.

Outputs/Outcomes	Target
1. Number of additional agency partners recruited	15
2. Number of new software strategies implemented	15
3. Number of additional people to learn about FFCC in Hancock County	15% increase
4. Number of new beneficiaries that received services as a result of capacity building efforts in: Economic Opportunity	25

Training Component	Training	Expected Timeframe
†	Goodwill VISTA Partnership Orientation Webinar	First day
	On-Site Orientation Checklist	First week
	In-Service Training by Host Site	Ongoing

AmeriCorps VISTA Benefits

- Stipend of \$247.50 per week throughout the 8 or 10 week term
- Choice of \$1,230 education award or cash stipend upon completion of service
 - Education award can be to pay off qualified loans, or for educational expenses at Title IV school
 - Cash stipend accrues at a rate of \$4.11 per day
- Forbearance of federally qualified student loans during service term (interest paid by AmeriCorps)
 - Stafford
 - Perkins
 - Some private loans (you must call lender to ask)
- Leave is granted on an emergency basis
- Workers compensation
- Networking/professional development
- Mileage reimbursement to AmeriCorps sponsored training events
- Mileage reimbursement for project/site related travel consistent with staff reimbursement at the site

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