

AmeriCorps VISTA Assignment Description (VAD)

VISTA Project: Project STEM Up	VISTA Member Name:	
Site Name: New Mexico Out-of-School Time Network (NMOST) Albuquerque, New Mexico	Assignment Area: OST STEM	Date: May 1 st , 2017 to April 30 th , 2018

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>The overall focus of the STEM project is to continue to develop statewide systems and practices that can increase the amount and quality of STEM programming in out-of-school time (OST) to engage underserved low-income students, students of color, and students in rural communities in STEM. The STEM VISTA volunteer will report to the Executive Director and work with NMOST STEM Up Committee, STEM PD hubs, and assist with the STEM system-building goals and activities outlined below.</p>	<p>May 2017 – April 2018</p>
<p>Goal 1: Lead STEM Asset Mapping & Gaps Analysis <u>Activities:</u></p> <ul style="list-style-type: none"> Lead NMOST’s STEM asset mapping and gap analysis to map the landscape of OST STEM in New Mexico. Work includes analyzing OST surveys, assisting with data entry and geo-mapping work as needed, and working with the Executive Director and Communication Committee to share and disseminate findings with the OST community and other stakeholders. Develop STEM informative documents including fact sheets and success stories that highlight impact of OST STEM, and describe the depth and breadth of OST STEM programming across the state to diverse stakeholders, funders, and decision-makers. 	<p>May 2017 – September 2017</p>
<p>Goal 1 – Comments/Summary of Accomplishments:</p>	<p>Activities Completed (date):</p> <hr style="width: 50%; margin: 0 auto;"/>
<p>Goal 2: Develop Partnership-Building Practices <u>Activities:</u></p> <ul style="list-style-type: none"> Using the landscape analysis mentioned above and other gathered data, the volunteer will work with the Executive Director, NMOST STEM Committee and the Central New Mexico STEM-H Ecosystem to identify and engage STEM-rich institutions and businesses as well as other potential partners 	<p>May 2017 – April 2018</p>

<p>and funders in New Mexico.</p> <ul style="list-style-type: none"> • Identification, development, and dissemination of activities, tools, events, and support systems that can be accessed by the OST community looking to form partnerships with STEM-rich partners. • Actively participate in monthly meetings of the Central New Mexico STEM-H Ecosystem and align goals and major players in the out-of-school time community with their efforts. 	
<p>Goal 2 – Comments/Summary of Accomplishments:</p>	<p>Activities Completed (date):</p>
<p>Goal 3: Set up Systems & Practices to Increase OST STEM Capacity and Quality <u>Activities:</u></p> <ul style="list-style-type: none"> • Identify and disseminate STEM resources, articles, best practices, webinars, partner trainings, and other events to NMOST members. • Assist Explora staff with the dissemination and tracking of OST math kits developed by Explora. • Work with the NMOST STEM Committee and the two regional OST STEM hubs (Explora and NMSU STEM Outreach Center) to organize NMOST’s annual OST STEM professional development (PD) workshop series for the fall of 2017. • Work with the PD hubs to develop a finalized and compiled write up of the developed workshop series PD modules to be shared with the NMOST network at large and other stakeholders. • Facilitate additional workshops to other sites across the state, depending on capacity and comfort level, spring of 2018, in collaboration with the STEM Committee. • Get certified for the Dimensions of Success (DoS) observation tool and provide observations to interested providers while sharing the 12 dimensions of quality as well as other DoS tools. • Work with the STEM Committee to develop OST STEM quality standards that supplement the current NMOST Guiding Principles of Quality. 	<p>May 2017 – April 2018</p>
<p>Goal 3 – Comments/Summary of Accomplishments:</p>	<p>Activities Completed (date):</p>
<p>Goal 4: Identify and Disseminate Strategies to Engage Under-Represented Student Populations in STEM <u>Activities:</u></p> <ul style="list-style-type: none"> • Research and identify best practices and strategies to engage under-represented student populations in STEM (including students of color, low-income students, rural students, and girls). Compile and disseminate these best practices and strategies via NMOST’s social media, website, list-serve, 	<p>May 2017 – April 2018</p>

<p>newsletters, workshops, and conferences.</p> <ul style="list-style-type: none"> • Assist with the development of a Youth Ambassador Program. Identify STEM-related activities and partner events to engage the Youth Ambassadors in STEM. 	
<p>Goal 4 – Comments/Summary of Accomplishments:</p>	<p>Activities Completed (date):</p> <hr/>
<p>Goal 5: Support statewide communication, outreach and OST STEM advocacy</p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> • Participate in NMOST Leadership Council meetings, STEM Committee meetings, and community/agency partner meetings as appropriate. • Work with the NMOST Leadership Council to plan and implement the 2017 <i>Fall into Place</i> conference. • Write STEM-related content and news items for the NMOST newsletter, list-serve, social media, and website. • Prepare monthly reports for the Executive Director. • Attend national Afterschool Alliance network meetings as well as the 2018 STEM Systems Builder Institute (location TBD) as funding allows. 	<p>May 2017 – April 2018</p>
<p>Goal 5 – Comments/Summary of Accomplishments:</p>	<p>Activities Completed (date):</p> <hr/>