



VISTA campus

The Successful VISTA Supervisor: Your First Five Plays

To join the audio portion, please dial:

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This session will begin shortly.

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Tips for Participating

- Submit questions to the presenter at any time using the Q & A feature.
- Share tips, resources, and ideas with other attendees using the Chat feature.
- We will open phone lines and microphones later in the presentation for Questions and Answers.

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VISTA campus

Welcome
to
**The Successful
VISTA Supervisor:
Your First Five Plays**

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Today's Team



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Today's Presenter



Carly Bruder

Training Coordinator

AmeriCorps VISTA

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Today's Agenda

- Introduction to the Supervisors Area of the VISTA Campus
- **Play 1:** Orchestrate Onboarding & OSOT Activities
- **Play 2:** Encourage Members to Utilize the VISTA Campus
- **Play 3:** Set a Schedule & Process for Reporting
- **Play 4:** Become an Expert with eGrants & MyAmeriCorps
- **Play 5:** Promote Sub-site Success
- Q&A

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VISTA Campus

<http://vistacampus.gov>

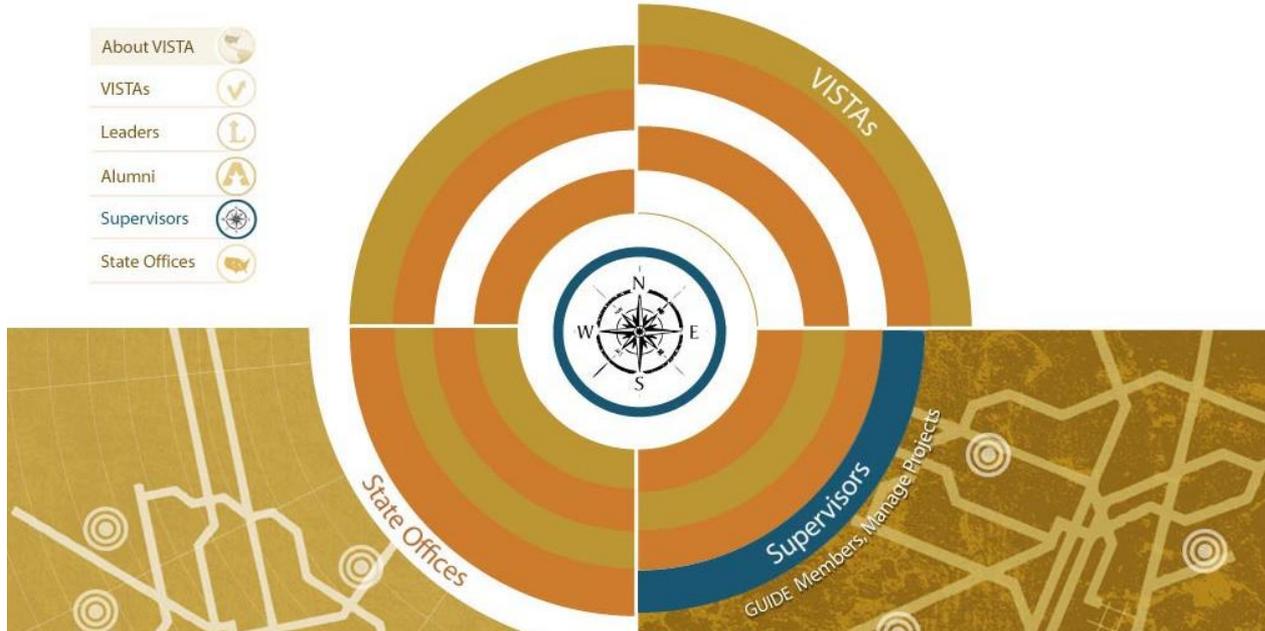


VISTA campus

station caused by Hurricane Katrina by
cted people get their lives back on track.

2009
President Barack Obama signs Edward M. Kenn
Act and calls on all Americans to serve.

Celebrating over 45 Years of Volunteers In Service To America



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Entering the Campus

<http://vistacampus.gov>



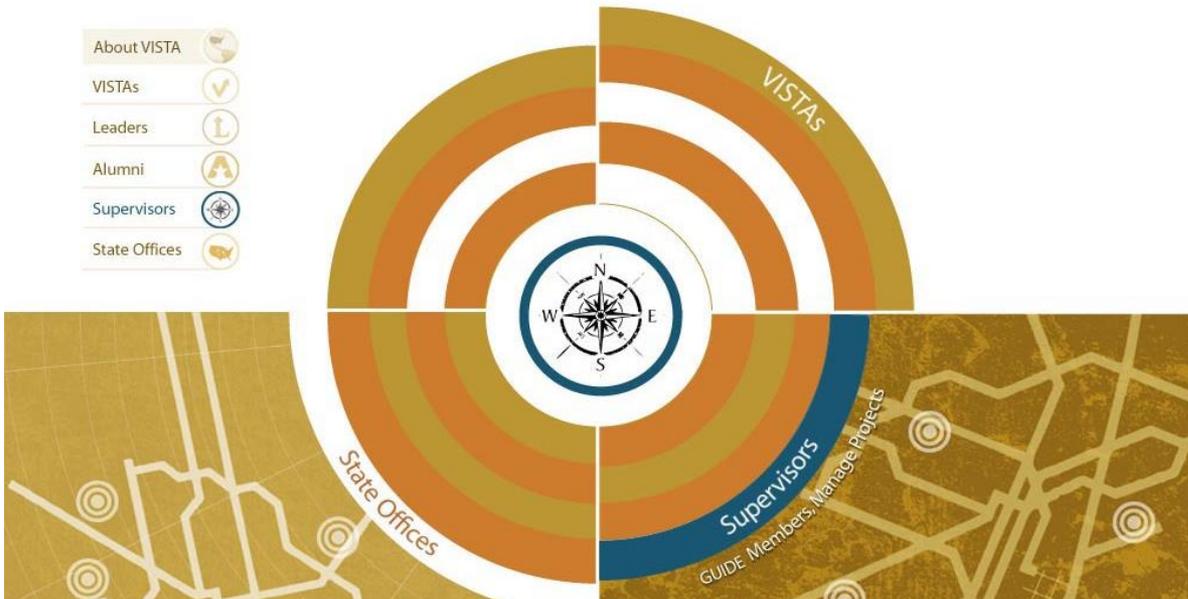
VISTA campus

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- About VISTA 
- VISTAs 
- Leaders 
- Alumni 
- Supervisors 
- State Offices 



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Log-in or Create an Account



VISTA campus



You are not logged in. (Login)

Serve More. Learn More. Be More.

VISTA Campus login

Login here using your username and password
(Cookies must be enabled in your browser *Please note that this account (username, password) is separate from your MyAmeriCorps account.) ?

Username
Password

Guest - limited site access

Forgotten your username or password?

New to the VISTA Campus?

Welcome! To access the tutorials, resources, and learning community for VISTA, you'll need to create a new account for the VISTA Campus. **Please note that this account (username, password) is separate from your MyAmeriCorps account.**

Follow these quick and easy steps to gain access to the VISTA Campus:

1. Complete the [New Account](#) form with your details.
2. A confirmation message will be sent to your e-mail address immediately.
3. Read the message, and confirm your account by clicking on the web link provided.
4. When you return to the VISTA Campus, log in using the personal username and password you created when filling out the [New Account](#) form.

By creating an account for the VISTA Campus, you agree to the terms and limitations of appropriate use and online conduct described in the [Site Terms of Use](#).

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VISTA Campus for Supervisors

The screenshot displays the VISTA Campus for Supervisors website. At the top, there are navigation tabs for "Life as a Supervisor" and "Connect with Supervisors". Below the navigation, a search bar is visible. The main content area is titled "Supervisors" and includes a brief introduction: "Being a VISTA supervisor brings new challenges to an already busy schedule. The VISTA Campus is here to help by providing crucial information and support." There are two main sections: "Life as a Supervisor" featuring an image of a desk and chair, and "Connect with Supervisors" featuring an image of two speech bubbles. Below these sections, there are tabs for "Announcements", "Supervisor Cafe", and "All Forums". The "Announcements" section shows two posts: "Two VISTA Leader Action Learning Teams present their work May 3" and "The Home Depot Foundation Seeks Proposals for Veteran Housing Projects". At the bottom, there is a "Resources" section with a list of "Top Resources" and a "One-Stop Shop" icon.

VISTA Campus > Supervisors

Life as a Supervisor | Connect with Supervisors

VISTA Campus > Supervisors

Search

LIFE AS A SUPERVISOR

CONNECT WITH SUPERVISORS

Supervisor Events

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Campus Tours and Training

Supervisors Manual

Campus Catalog
Browse our list of resources

Life as a Supervisor

Connect with Supervisors

Announcements

Supervisor Cafe

All Forums

Two VISTA Leader Action Learning Teams present their work May 3
by Andy King.

Two teams of VISTA leaders have completed their Action Learning Challenge projects and will pre Friday, May 3.

The Home Depot Foundation Seeks Proposals for Veteran Housing Projects

Resources

Top Resources

1. Enrolling in a Supervisors Orientation Using eGrants
2. Going to Supervisor Orientation
3. Mission Possible for Supervisors
4. What is Capacity Building for Supervisors
5. Supervisor Coaching Scenarios
6. FY 2013 Program Guidance

One-Stop Shop
Grab-and-go resources
to get you up to speed.

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VISTA Campus for Supervisors

<http://vistacampus.gov/supervisors>



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Play 1:

Orchestrate Onboarding & On-Site Orientation and Training (OSOT) Activities

“Onboarding, also known as organizational socialization, is a process through which new employees [in our case VISTA members] move from being organizational outsiders to becoming organizational insiders.”

(Bauer, Erdogan, Zedeck, 2011)



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Plan Onboarding & OSOT Activities

- Ensure basic needs are addressed
 - Housing
 - Community resources like banks, doctors, grocery store etc.
- Facilitate settling-in at your site and in your community
 - work space & office structure
 - welcoming to the larger organization (if applicable) & your community
 - Introductions to VISTA Leaders if you have them

RESOURCE

[Supervisor Orientation Workbook](#), OSOT Checklist Independent Community Investigation Activity (p. 76)

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Outline and Conduct On-site Orientation and Training (OSOT)

Explore formats

- Group
- Group plus site
- Site only
- Distance
- One-on-one

RESOURCE

[Sample VISTA Member Project Handbook](#)

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Outline and Conduct On-site Orientation and Training (OSOT) cont...

- Submit training plans to State Office
- Evaluate OSOT and submit results to State Office
- Involve members in evaluation and adjustment of plans
- Define in-service training needs
- Identify community professional development offerings

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Orienting Your VISTA

The screenshot displays the VISTA web application interface. At the top, there is a navigation bar with a compass icon on the left and two tabs: "Life as a Supervisor" (selected) and "Connect with Supervisors". Below the navigation bar, the breadcrumb trail reads "VISTA Campus > Supervisors > Life as a Supervisor". To the right of the breadcrumb trail, there are two buttons: "Switch role to..." and "Turn editing on".

The main content area is divided into three columns. The left column is a sidebar menu with the following items: "LIFE AS A SUPERVISOR" (highlighted), "History & Mission", "Roles & Responsibilities", "The VISTA Assignment", "Recruiting", "Orienting your VISTA" (highlighted), "Orientation Elements", "Planning and Design", "Delivering Orientation", "Coaching and Supporting", "Ongoing Training", "Transitioning", "CONNECT WITH SUPERVISORS", and "Supervisors Manual".

The middle column contains three informational boxes:

- Orientation Elements**: Key components of an orientation. [LEARN MORE](#)
- Planning & Design**: Plan orientation and prepare your staff. [LEARN MORE](#)
- Delivering Orientation**: Materials to help you teach effectively. [LEARN MORE](#)

The right column features a "Community Assets" map showing a street grid with several colored pins. Below the map is a button labeled "Orienting your VISTA".

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Play 2:

Coach Your Members to Successfully Utilize the VISTA Campus

VISTA Campus for Members

- Become familiar with the resources available for members
- Outline member learning plans by assigning resources, sections, or tutorials
- Direct them to the Forums for peer support and sharing
- Allow members to log-on while at your site



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VISTA Campus for Leaders

The screenshot displays the VISTA Campus for Leaders website. At the top left is the VISTA logo with the text "VISTA campus". To the right are several circular icons representing different VISTA programs and a "Login" link. Below the navigation bar, the page is divided into sections. On the left is a sidebar with a search bar and categories: "LIFE AS A LEADER" (including Ongoing Leader Development, Action Learning, Life After VISTA, and Getting Started) and "CONNECT" (including Getting Started, Finding Help, and Posters & Decals). Below these is a "Leader Events" calendar for November 2013. The main content area features a "Resume Workshop Facilitator's Guide" by Amanda Addington, with a sub-section for "Explaining Sustainability - The Giving Tree Activity". Below the text is a large graphic of four interlocking puzzle pieces on a corkboard background, labeled "Ongoing Leader Development", "Connect", "Action Learning", and "Life After VISTA".

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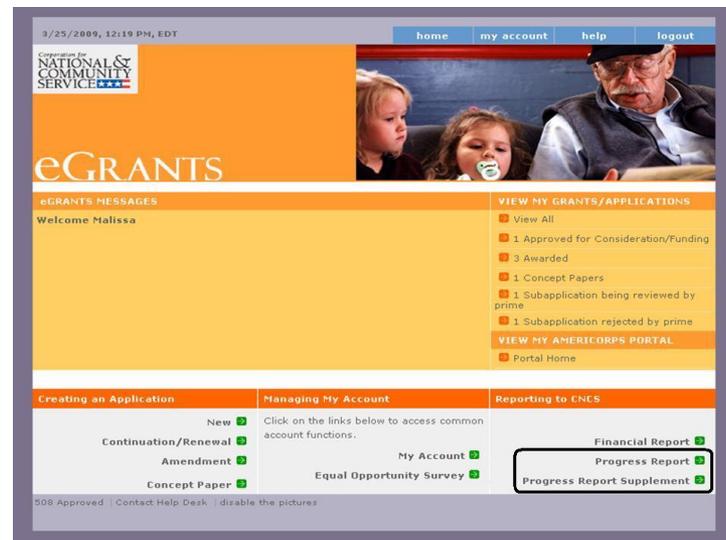
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Play 3:

Set a Schedule & Process for Reporting

Reports Overview

- Sponsor Verification, **Bi-weekly**
- Project Progress Report (PPR), **Quarterly** (new programs) or **semi-annually** (existing programs)
- VISTA Progress Report Supplement (VPRS), Annually on **October 31st**



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Project Progress Report (PPR) Sections

- Section: Performance Measures
 - Include detailed information about progress toward meeting goals in Project Plan
- Section: Narrative
 - Describe your challenges, recruitment efforts, training/technical assistance needs, partnerships/collaboration development, resource development, sustainability, multi-site performance, and other accomplishments and stories
- Attach and link to press clippings, flyers, letters, or other documents related to member accomplishments.

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Tips for Completing Progress Reports

- Keep good records
- Involve others in data collection and reporting
- Schedule time to write reports
- Organize all documents before getting started
- Do not leave anything blank
- No VISTAs yet? Focus on describing recruitment and other startup activities

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Best Practices for Reporting in the Project Plan Section

- Write a clear, concise project plan
- Keep reporting aligned
- Mid-year: report on the progress to date
- Include statistics
- Include real numbers with percentages

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VISTA Progress Report Supplement (VPRS) / Performance Measures

VPRS reports on CNCS Performance Measures in
Capacity Building Activities

Capacity Building is defined as
tasks and activities to create, expand or
strengthen an organization's systems or
processes.

These tasks and activities include transfer of
knowledge, relationships and products.

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VPRS Measures in Brief

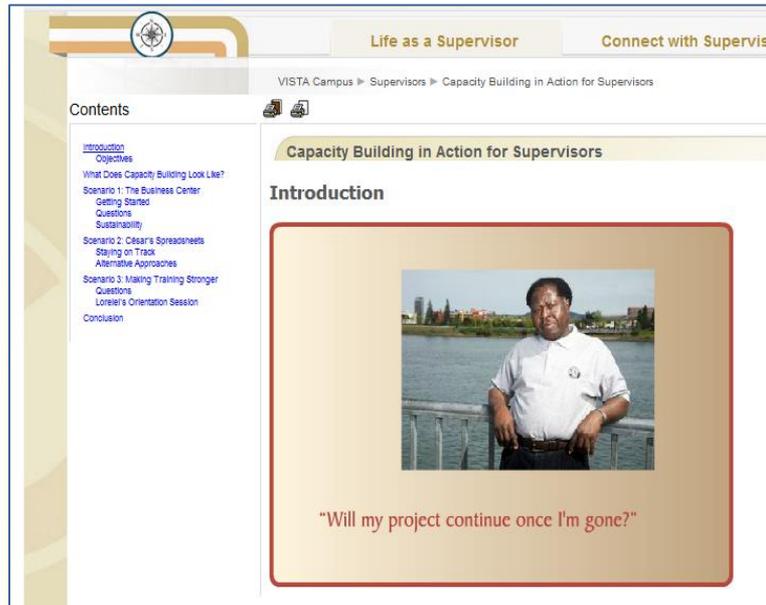
- # community volunteers recruited and/or managed
- # organizations implementing 3 or more effective volunteer management practices
- # staff & community volunteers received training
- # organizations completed community assessment
- # hours of service contributed by community volunteers
- # organizations more effective, additional activities, new systems or processes
- Dollar value of cash/in-kind resource leveraged

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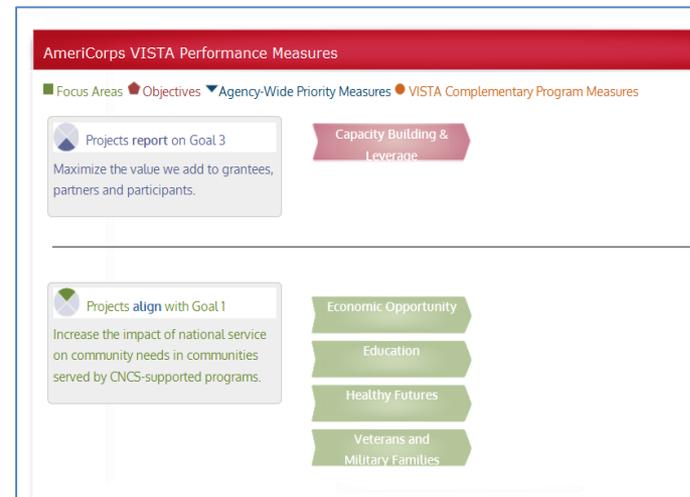
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Supervisor Campus and Web Resources for Reporting

- VISTA Campus for Supervisors
- <http://vistacampus.gov/supervisors>
- VISTA Performance Measures
- <http://nationalservicerresource.s.org/npm/vista>



The screenshot shows the VISTA Campus website interface. At the top, there are navigation tabs for "Life as a Supervisor" and "Connect with Supervisors". Below the navigation, the breadcrumb trail reads "VISTA Campus > Supervisors > Capacity Building in Action for Supervisors". The main content area is titled "Capacity Building in Action for Supervisors" and features an "Introduction" section. A central image shows a man in a white shirt standing by a body of water. Below the image, the text reads "Will my project continue once I'm gone?". A left-hand sidebar contains a "Contents" menu with links to various sections: Introduction, Objectives, What Does Capacity Building Look Like?, Scenario 1: The Business Center (Getting Started, Questions, Sustainability), Scenario 2: César's Spreadsheets (Staying on Track, Alternative Approaches), Scenario 3: Making Training Stronger (Questions, Lorelei's Orientation Session, Conclusion).



The screenshot displays the AmeriCorps VISTA Performance Measures dashboard. At the top, it is titled "AmeriCorps VISTA Performance Measures" and includes a legend for "Focus Areas", "Objectives", "Agency-Wide Priority Measures", and "VISTA Complementary Program Measures". The dashboard is divided into two main sections. The top section, "Projects report on Goal 3", includes the objective "Maximize the value we add to grantees, partners and participants." and a red arrow pointing to "Capacity Building & Leverage". The bottom section, "Projects align with Goal 1", includes the objective "Increase the impact of national service on community needs in communities served by CNCS-supported programs." and four green arrows pointing to "Economic Opportunity", "Education", "Healthy Futures", and "Veterans and Military Families".

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Reporting Questions

- To participate by phone, press *1.
- To participate electronically, use the Q&A feature located below the video screen.



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Play 4: Become a Pro with eGrants & My AmeriCorps

Common Tasks

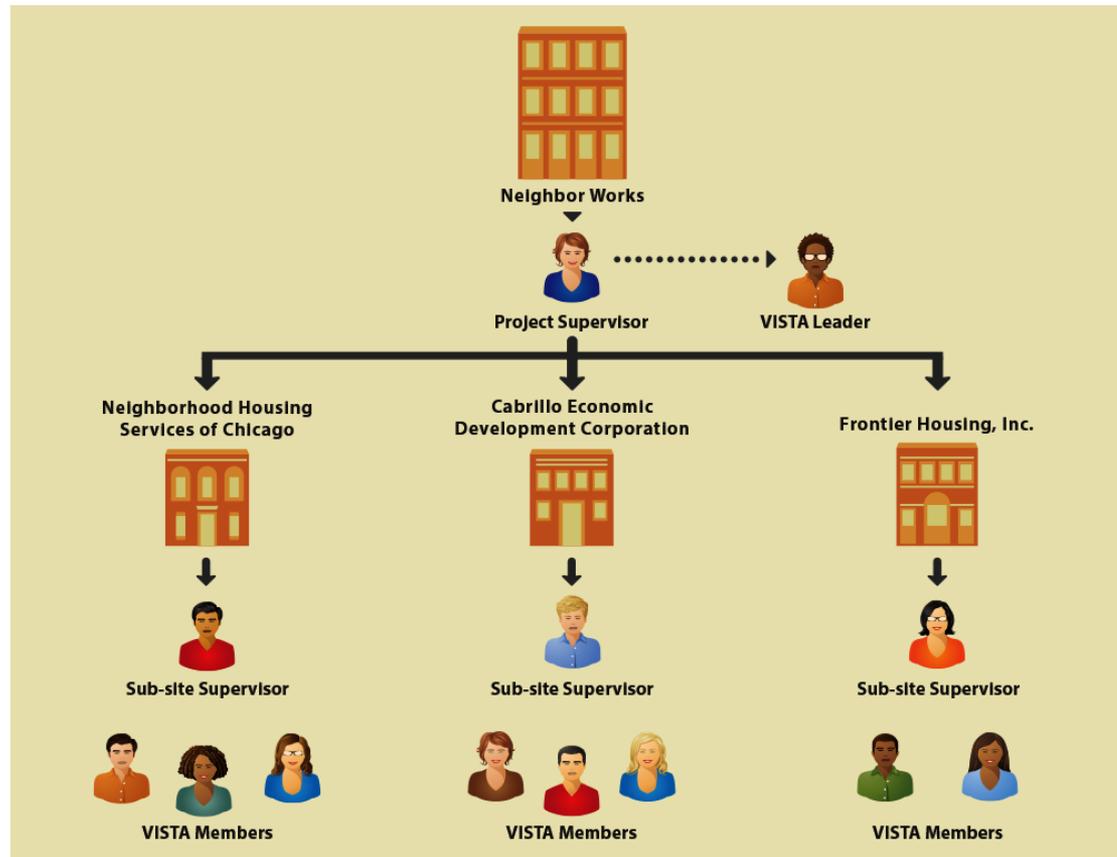
- Recruiting members
- Reviewing and accepting candidate applications
- Creating and refining VADs
- Project reporting
- Project renewals and amendments
- Future Plans Forms for members

eGRANTS

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Play 5: Promote (Sub)Site Success



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Promote (Sub)Site Success

- Share your project plan
- Clarify expectations
- Agree on communication methods
- Plan an orientation for supervisors

RESOURCE

Sample Sub-site Training Agendas

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Member Placement and Management

- Articulate your recruitment and placement protocol
- Share VISTA member(s) application and/or bio
- Review and share VISTA(s) VAD(s)
- Refine and revise VADs as needed
- Ensure knowledge of VISTA's rules and regulations, as well as the Terms, Conditions and Benefits of VISTA service
- Know that research has shown coaching & supporting is the key to member success
- Establish who to contact if they need assistance with a member issue

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Facts About VISTA Supervision

VISTAs who receive supervision and coaching:

- Are the **most satisfied** and successful
- Gain the **greatest number of competencies** compared to other types of training

Members who **left service early** had **less one-on-one contact** with their supervisors

70% of Alumni met one-on-one with their supervisor at least once per week, compared to **52%** of Early Terminators

(JBS International, 2013)

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VISTA Campus for Supervisors

VISTA campus

You are logged in as Amy Carrera (Facilitator) Logout

Serve More. Learn More. Be More.

Life as a Supervisor | **Connect with Supervisors**

VISTA Campus > Supervisors

Search

LIFE AS A SUPERVISOR

- History & Mission
- Roles & Responsibilities
- The VISTA Assignment
- Recruiting
- Orienting your VISTA
- Coaching and Supporting
- Ongoing Training
- Transitioning

CONNECT WITH SUPERVISORS

- Working with Sub-sites

Community Assets

Orienting your VISTA

Recruiting

VISTA History & Mission

Coaching & Supporting

Ongoing Training

Roles & Responsibilities

The VISTA Assignment

Transitioning

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or 800-860-0244
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2011 Award Winner
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Resource Center
Tools and training for volunteer and service programs

United We Serve
SERVE TOGETHER

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THANK YOU

For Your Participation!

Next Steps

- Complete the evaluation
- Create (or update) your VISTA Campus profile
- Visit the Supervisor Forums to interact with your peers
- Review the resources

Upcoming Webinars

- **January 21st** - *Recruiting: Attracting Successful VISTAs*
- **February 18th** - *Retention: Maximizing VISTAs Success and Satisfaction throughout the Project Lifecycle*
- **March 18th** - *Retention: Supporting the Whole VISTA*

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