

## Considerations for Rural/Village Local VISTA Recruitment

Note that local recruitment is defined here as a Sponsoring Organization such as RurAL CAP recruiting in villages for service in villages and also recruiting for a Site Supervisor within that village.

- Call communities to find out who is the best person to send recruitment materials to, given the VISTA program mission at hand. Blanket sending to (local government or tribal) Councils tends to have recruitment land on the desk of someone who just wants to “create a job” in the community, rather than creating a position that is concerned with what the VISTA program is targeting.
- When sending recruitment packages to communities include:
  - hardcopy of Site, Site Supervisor, and Member applications
  - hardcopy of Member and Site Supervisor recruitment materials (brochures, signs that can be posted, roles and responsibilities documents, compensation, benefits, etc.)
  - all forms and recruitment materials on a CD
- Require communities’ submission package to include the Site, Site Supervisor, and Member applications. This requires all three parties to work together, rather than allowing separate applications to be submitted from people who may never have really met each other in a formal capacity.
- Site’s Application (completed by the sponsoring department of organization requesting a VISTA):
  - Verifies that they would provide the VISTA Member with Internet and email access, if available in the community, as well as access to office space and resources (telephone, copier, fax, etc.) – ask the Site to describe where the office area, computer, etc. are located.
  - Provides the names of Site Supervisor and Member candidates being submitted with the application.
  - Describes how their community needs and plans would be served through a VISTA Member.
- Site Supervisor Candidate Application:
  - Ask applicant to provide a one paragraph “motivation statement,” specifically asking candidate to explain why they would want to take on the non-compensated work of providing guidance to a member. Too many times, Site Supervisors are overworked or are very high level people who are simply told they will have to take on the job, just to get the VISTA slot into the community.
  - Require Site Supervisors to explicitly agree, in writing, on the application, to attend SO training (describe the time involved and the training dates). Make it clear on the application that the training is MANDATORY for the VISTA program to be in the community.
  - Explain VISTA Site Supervisors’ responsibilities very specifically, including amount of time expected to be dedicated to guiding a VISTA Member and the specific types of activities that a SS is expected to help with. Have SS agree to these responsibilities, in writing, on the application.
  - Ask Site Supervisors if they have discussed the type of work expected to be performed with the Member candidate(s) yet and inform that it would be expected that they would do so prior to interviewing with RC, if their community is selected for interview.
- Member Candidate Application:
  - Be sure to very clearly state compensation, benefits, limitations (e.g., no other work allowed), training requirements, and expectations of Members and have candidate explicitly agree to terms
  - Require ‘motivation statement’, asking why Member wants to be a VISTA member of THIS program and why they would want to work through the Site’s sponsoring organization
- During interview process, require the interview of Site Supervisor and VISTA Member to be held as a joint interview. If there are multiple Member candidates, then Site Sup should be expected to interview with each Member separately.