

VISTA LEADER WEBINAR
Five Ways VISTA Leaders Support Members and Projects
 November 12, 2020

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Today's Presenters

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Today's Guest Speakers

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Serve Philadelphia



Claire Healy
 VISTA Program Manager



Hanna Kim
 VISTA Leader

Campus Compact of New York & Pennsylvania



Lucio Perez
 Senior Program Manager



Mary Sherman
 VISTA Leader

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Outcomes

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- Describe appropriate ways VISTA leaders can support member and projects in five areas
- Identify tasks that are reserved for VISTA supervisors
- Identify new ways leaders can be involved in the work of their project



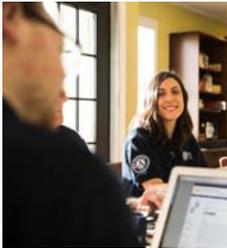
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Overall Principles

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- Effective relationships between leaders and supervisors are key
- Role clarity is important



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What Leaders Are Not

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- Leaders are not employees
- Leaders are not supervisors
- Leaders are not super-VISTAs

Can't hire, fire, direct, manage, supervise, discipline, dismiss, assign work, change VAD, approve leave, submit reports

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Five Areas Leaders Support

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1. Member Recruitment
2. Member Support
3. Member Development
4. Reporting
5. Sustainability



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Recruitment Roles for Leaders Dial: 833-568-8864
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- Drafting opportunity listings
- Marketing opportunities
- Searching applications
- Coordinating interviews



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In what other ways do VISTA leaders support recruitment for your project?



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Recruitment Roles for Supervisors

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- Deciding which candidates to select
- Notifying candidates – whether selected or not selected
- Accepting applications in eGrants



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Member Support Roles for Leaders

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- Orientation, day-to-day info, and support
- Communications with members
- Problem-solving
- Assist with planning and implementing the VISTA Assignment Description



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Member Support Roles for Supervisors

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- Approving leave requests
- Supervising VISTAs, assigning tasks, delegating work
- Evaluating member performance



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Claire Healy
VISTA Program Manager
Serve Philadelphia



Hanna Kim
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Creating VISTA Leader Roles and Goals

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- Timeline marking all the major events during a VISTA leader's year
- Involve VISTA leaders in determining their roles and goals
- Ensure clear division of labor (use a MOCHA!)
- Check-in on VISTA leader VISTA Assignment Description objectives often



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MOCHA

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Manager: Assigns responsibility and holds the owner accountable

Owner: Responsible for getting the work done

Consulted: Provides input but not available to do the work

Helper: Can do some of the work

Approver: Signs off on the final product or decision



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Supporting VISTA Members

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- Monthly reports
- Quarterly check-ins
- Multiple communication pathways
- Managing sideways
- Explicit communications

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Member Development Roles for Leaders

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- Developing and delivering training for members
- Sharing opportunities for professional development
- Providing on-the-job training, as needed
- Coaching for better performance



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- Approving requests for outside training (and authorizing funds)
- Assigning required training



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Mary Sherman
VISTA Leader



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Member Development

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- Power UPPP Series
 - Development workshops
 - Wellness series
 - Experiential Leadership Program
 - Focus groups
 - Regional meetups
 - Outside programs and events
- Member check-ins
- Networking



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“A leader is a planter—a planter of ideas, seeds of change, and a vision for justice.”

- Dr. Artika Tyner

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In what ways do leaders support and develop members that we haven't talked about yet?



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Reporting Roles for Leaders

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- Ensuring members complete timesheets
- Reminding members to submit reports
- Reviewing reports and follow-up
- Gathering member report data and sharing with supervisor



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Reporting Roles for Supervisors

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- Signing off on timesheets
- Submitting Sponsor Verification Form in eGrants
- Writing reports to submit to AmeriCorps
- Submitting reports in eGrants



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Lucio Perez
Senior Program Manager



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Reporting

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- Individualized Excel forms for data capturing for mid-year and end-of-year report
- Record of service via DocuSign
- Ongoing member's needs assessment
- Program master sheet



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What other support can you provide around reporting?



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Sustainability Roles for Leaders

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- Training members on recordkeeping
- Guiding them in creating a “sustainability binder” other resources
- Identifying and obtaining support for the project (funding and partnerships)



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Sustainability Role for Supervisors

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- The sponsor has responsibility for sustainability



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Recap

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1. Recruitment
2. Member Support
3. Member Development
4. Reporting
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Resources

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- Delegation worksheet (MOCHA)
- Personal Wellness Handbook
- AmeriCorps VISTA Member Recruitment page
- VISTA Leader and Supervisor Role Comparison
- Organizing Your Sustainability Binder



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What questions do you have?



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Upcoming Webinar

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Supporting VISTA Member Wellbeing
Thursday, December 10, 2020
2-3:00 p.m. ET

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Thank you!

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