

**Being an Effective VISTA  
Sub-Site Supervisor**  
December 15, 2020

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Dial: 833-568-8864  
Meeting ID: 161 368 2007  
Passcode: 443445



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**Today's Speaker**

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Webinar ID: 161 368 2007  
Passcode: 443445



**Ericc Powell**  
Training Specialist  
AmeriCorps VISTA



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**Today's Agenda**

- What is a sub-site supervisor?
- Defining "effective"
- Roles and responsibilities
- Case study
- Things to know
- Tips and resources
- Evaluation and Q&A



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# What is a sub-site supervisor?

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**Sub-Site Supervisors** Dial: 833-568-8864  
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- Are part of an intermediary VISTA project



*But what does the VISTA program define as an intermediary VISTA project?*

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**Project Models** Dial: 833-568-8864  
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<p><u>Intermediary</u></p> <ul style="list-style-type: none"> <li>• Completed application</li> <li>• Lead agency</li> <li>• Primary responsibilities</li> <li>• Inform sub-sites</li> <li>• Must have Memorandum of Understanding (MOU) with sites</li> </ul>	<p><u>Multi-Site</u></p> <ul style="list-style-type: none"> <li>• Completed application</li> <li>• Primary responsibilities</li> <li>• Sites are part of same organization</li> <li>• Inform sub-sites</li> </ul>	<p><u>Single-Site</u></p> <ul style="list-style-type: none"> <li>• Project management</li> <li>• Managing VISTAs day-to-day</li> <li>• No sub-site responsibilities</li> <li>• Supervising VISTA members</li> </ul>
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### Sub-Site Supervisors

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- Are part of an intermediary VISTA project
- Report to a project director
- Directly supervise at least one AmeriCorps VISTA member
- May have other sub-site supervisor colleagues



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### Defining "Effective"

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### Definition of "Effective"

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Merriam-Webster's dictionary:

- "Producing a decided, decisive, or desired effect"
- "Ready for service or action"

<https://www.merriam-webster.com/dictionary/effective>

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**"Effective" for VISTA**

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As a sub-site supervisor, you can be effective when you:

- Adhere to VISTA rules, regulations, and policies
- Understand and explain VISTA project structure to members
- Supervise and coach members and leaders to fulfill the duties in their VISTA Assignment Descriptions
- Make mistakes and act to correct them
- Have regularly scheduled, rarely missed meetings, with each member and leader

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**Roles and Responsibilities**



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**Roles and Responsibilities**

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 **AmeriCorps** • Know rules, regulations, and mission of VISTA program

- Know the structure of the intermediary VISTA project
- Day-to-day direct supervision of members
- Constant communication with intermediary
- Gather information from members and send it to intermediary


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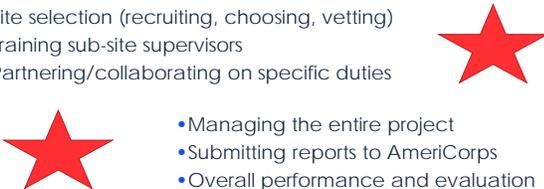
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### Responsibilities – Intermediary

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- Site selection (recruiting, choosing, vetting)
- Training sub-site supervisors
- Partnering/collaborating on specific duties
- Managing the entire project
- Submitting reports to AmeriCorps
- Overall performance and evaluation



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### Responsibilities – Sub-Site

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- Onboarding VISTA members (prior to start and early in service)
- Providing day-to-day supervision and coaching
- Site reporting and evaluation
- Other tasks assigned by the intermediary

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### Responsibilities – Shared

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- Outreach, recruitment, selection of VISTA members and leaders
- Writing VISTA Assignment Descriptions
- Planning and delivering On-Site Orientation and Training
- Problem solving and planning next steps
- Reporting and evaluation

VISTA Assignment Description (VAD)	
Assignment ID:	1144293
Effective Date:	01/15/2020 - 03/16/2021
Title:	Health Recruitment and Management Systems Designer
Reporting Organization:	Indian Community Services (ICS)
Project Number:	100000000
Project Period:	01/15/2020 - 03/16/2021
Site Name of Assignment:	San Jose
Fiscal Agency:	
Priority:	Education
Secondary:	
<b>VISTA Assignment Description and Assignment Activities</b>	
<p><b>Goal of the Project:</b> To help recruit and onboard an on-site orientation and training program for educational, social, and emotional support that need to help them from the state of poverty. The assignment will assist and support the quality of life by developing a sustainable business recruitment and management system for its marketing program.</p>	
<p><b>Objective of the Assignment (VAD):</b></p> <p>• Assist the local state (ICS) to help recruit, onboard, and support education, health, and social services, and provide support to the community by providing the effectiveness and sustainability of the system, operations, and marketing system.</p>	
<p><b>Member Activities:</b></p> <p>• Research the state of education program at ICS. • Develop and deliver health education, prevention, and outreach to the target population and marketing system. Identify the current program and the state of the system. Identify a plan for the current program and the state of the system.</p>	

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# Case Study

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## Common Challenges

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- 1) Communication – unclear, insufficient, etc.
- 2) Recruitment – unknown or confusing responsibilities
- 3) VISTA Assignment Description – developing, updating, who is responsible, etc.
- 4) Reporting – uncertain data to collect, who is responsible for what, etc.
- 5) Supervision – need more support, especially when challenges arise

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## Case Study

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Taylor has been a sub-site VISTA supervisor for six months and supervises four members. Taylor never received much of an orientation to the site or the intermediary. Taylor has a busy workload, loves the VISTA program, and has reached out to the intermediary but communication has not been great. This has caused delays in collecting data for reports on time and getting support for supervising members.

 *What specific steps should Taylor take to rectify this problem?*

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**Challenges and Solutions**

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- List a challenge that you have had as a sub-site supervisor
- What steps would you take to overcome this obstacle?



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**Things to Know**



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**What to Know**

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- Overview of AmeriCorps and VISTA
- VISTA mission and history
- Role of AmeriCorps Regional Office Portfolio Manager
- Capacity building and its difference from direct service
- Project overview/plan
- How the sub-site is connected to the intermediary
- Communication structure and plan with intermediary
- Policies and procedures
- How to supervise and coach members
- Real-life scenarios to work through challenges

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**Additional Needs**

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VISTA member details

- 365 days of full-time service (not hours-based)
- Responsibilities for tracking leave
- How to read, develop, and explain the VISTA Assignment Description
- Prohibited activities

Other

- Information about recruiting
- How to integrate members who relocated into a new area and culture
- Resources and support available
- Reporting and evaluation
- And more...

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**More to Know**

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Communication

- Your preferred style
- Your member's preferred style
- Frequency
- Documentation/notes
- Clear and explanatory

*What else do you as a sub-site supervisor feel is important to know?*

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**Tips and Resources**

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### Tips for Success

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- Request regular communication with intermediary
- Know yourself and what would make you and your work effective
- Document challenges, successes, questions
- Understand difference between capacity building and direct service
- Actualize the Golden Rule as a supervisor

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### Helpful Links Handout

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**Being an Effective VISTA Sub-Site Supervisor: Helpful Links**

VISTA Campus	Online learning resources on a variety of topics for VISTA members, leaders, alumni, and supervisors.
VISTA's Mission and Program Goals	Module designed to help orient new AmeriCorps VISTA members and supervisors to the VISTA program's mission and principles.
Principles of the VISTA Mission	Tutorial providing examples of VISTA projects aligning their projects with VISTA's key principles.
Types of Sponsors and Supervisors	Definition and explanation of each model of VISTA sponsor and supervisor.
Working with Sub-sites	Documents, webinars, and other resources to guide you in planning and starting your work with sub-sites, as well as to aid you in maintaining relationships with sub-sites.
Resources for Working with Sub-sites	Webpage with several links to help you get started, prepare for partnerships with your sub-sites, communicate effectively and solve problems, match members to assignments, monitor and evaluate the project, and more.
Fostering Strong Intermediary and Sub-Site Relationships	Webinar offering suggestions on how to build and maintain successful relationships between intermediary VISTA projects and sub-sites.

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### Review

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- ✓ What is a sub-site supervisor?
- ✓ Defining "effective"
- ✓ Roles and responsibilities
- ✓ Case study
- ✓ Things to know
- ✓ Tips and resources
- Evaluation and Q&A



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### Session Evaluation

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- How can we improve this session?
- Please complete a brief evaluation survey, accessible via the link in the Chat.
- Thank you for your feedback!



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### What questions do you have?

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# Thank you!



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