

Orienting VISTA Sub-Site Supervisors
November 17, 2020

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Dial: 833-568-8864
Meeting ID: 161 803 5811
Passcode: 663101



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Today's Speaker

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Ericc Powell
Training Specialist
AmeriCorps VISTA



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Today's Agenda

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- Who are sub-site supervisors?
- Roles and responsibilities
- Challenges and solutions
- What to include
- What to know
- Communication and support
- Resources
- Evaluation and Q&A



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Who are sub-site supervisors?



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Who They Are

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- Part of an intermediary VISTA project
- Direct supervisors of one or more AmeriCorps VISTA members
- Essential to the success of your project and the VISTA program

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Roles and Responsibilities

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Roles and Responsibilities

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- Understand 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
- Compile report information from members and send to intermediary



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Large Group Discussion

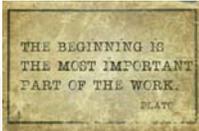


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Importance of Orientation

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Challenges and Solutions

- What challenges do you have with orienting your sub-site solutions?
- What solutions do you suggest?
- What innovative ideas can you try?
- How can you get input from the sub-site supervisors about what they need and want in an orientation?



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What to Include

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- Big picture and goals
- Overview of AmeriCorps and VISTA
- VISTA mission and capacity building
- Project overview/plan
- How the sub-site is connected to the intermediary (in general and specific to the VISTA program)




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What Else to Include

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- Recruitment and selection of members based on VADs
- Member onboarding and OSOT
- Your expectations around day-to-day supervision
- Communication plan (structure, frequency, points of contact, etc.)

What do you include, or what else should you include, in your sub-site supervisor orientation?

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What More to Include

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- VISTA rules and regulations
- Prohibited activities
- VISTA position; neither employee nor intern
- Member support (direction, coaching, feedback, recognition)
- Problem solving
- Reporting and evaluation




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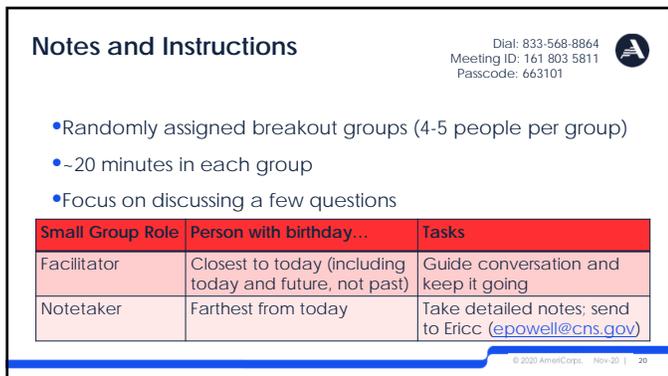
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Small Group Discussion

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Notes and Instructions

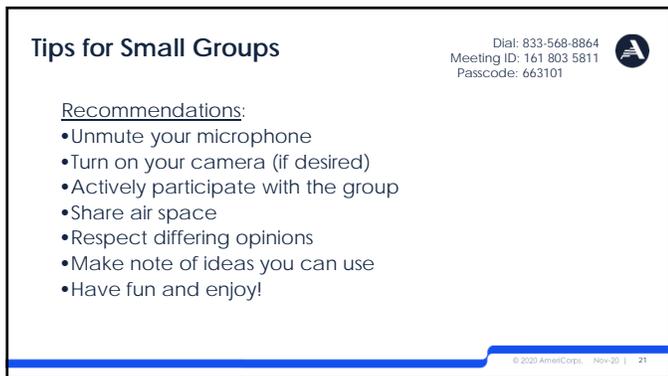
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- Randomly assigned breakout groups (4-5 people per group)
- ~20 minutes in each group
- Focus on discussing a few questions

Small Group Role	Person with birthday...	Tasks
Facilitator	Closest to today (including today and future, not past)	Guide conversation and keep it going
Notetaker	Farthest from today	Take detailed notes; send to Ericc (epowell@cns.gov)

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Tips for Small Groups

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Recommendations:

- Unmute your microphone
- Turn on your camera (if desired)
- Actively participate with the group
- Share air space
- Respect differing opinions
- Make note of ideas you can use
- Have fun and enjoy!

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Technical Elements

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- If you join audio by telephone, either have Zoom call you **OR** dial the phone number, enter the meeting ID, and then enter your unique participant ID.
- If you get disconnected during the breakout group, please rejoin Zoom. You may end up in a different breakout group.
- If you need to communicate with the host, the host does **NOT** see the Chat when you are in breakout groups. Click on the "More" icon and select the option to contact the host.

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Small Group to Large Group

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When leaving the breakout group:

- Please mute your microphone.
- You are welcome to leave your camera on or turn it off.
- You will automatically merge back into the large group after the timer expires. If your group is done early, you can click "leave breakout group" (DO NOT click "leave meeting".)

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Small Group Questions

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In your small groups, please discuss:

1. What do sub-site supervisors need to know in an orientation?
2. How do we establish effective reciprocal communication between the intermediary and sub-sites?
3. What is the best way to provide support to sub-sites?

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Tips and Resources

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Tips for Success

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- Reflect on your favorite part of orientation
- Solicit ideas in advance
- Ask sub-site supervisors for an evaluation
- Fully draft your orientation plan; have other project staff give you feedback
- Consider having an experienced sub-site supervisor help you plan the orientation
- Remember to aim towards reciprocity

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Helpful Links Handout

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Orienting VISTA Sub-Site Supervisors: 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	Compilation of 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.

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Review

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- ✓ Who are sub-site supervisors?
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Session Evaluation

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



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Next Supervisor Webinars

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Please join us for:

<p>Appreciation is in the Air; Show VISTA Members You Care Tuesday, December 1, 2020 1-2:00 p.m. ET</p>	<p>Being an Effective VISTA Sub-Site Supervisor Tuesday, December 15, 2020 2-3:00 p.m. ET</p>
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Visit the Supervisor Webinars page on the VISTA Campus for upcoming live webinars and recordings of past webinars.

If you have further questions or would like more information, contact VISTAtraining@cns.gov.

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What questions do you have?

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Thank you!



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