

Welcome to

Sub-Site Supervisor Orientation

To join the audio portion by phone, please dial: 888.483.1644

Passcode: 6579060

While you wait, share in the chat box:
What quality do you seek most in a VISTA member?



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Tips for Participating

Click this button if you don't see the chat panel.

- Audio broadcast by phone and online
- View Closed Captions in the Media Viewer panel
- Share comments and ideas in the Chat panel. (send to "All Participants")
- Ask questions in the Q&A panel. (send to "All Panelists")
- Some WebEx features are not available on mobile devices
- Links and recording will be available after the session



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Welcome to

Sub-Site Supervisor Orientation



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Today's Team



Jessica Burch
Training Coordinator
AmeriCorps VISTA



Amy Cannata
Education Northwest

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Guest Speakers

Sub-Site
Supervisor



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Michelle L. Eastman
Vice President of
Marketing and
Communications



Project Director

turn page
Jordan Frazier
Program Coordinator

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Today's Agenda

- How do you fit in?
- What do you need to know?
- What do you need to do?
- Where can you find resources?

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Chat Question

Click this button if you don't see the chat panel.

What types of resources do you look for as a VISTA Supervisor?



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VISTA Campus



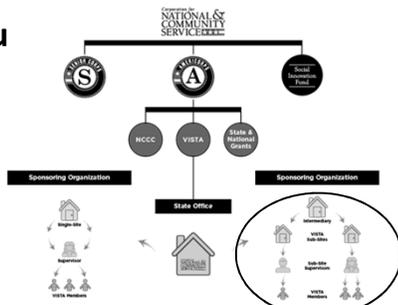
www.vistacampus.gov

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How do you fit in?



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How do you fit in?

A VISTA Supervisor is a...

- Guide
- Visionary
- Collaborator
- Communicator
- Advocate
- Connector
- Supervisor
- Team Leader

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How do you fit in?

Explore the "VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance" resource

VISTA Sponsor & Sub-site Supervisor Tasks At-A-Glance

This resource provides a comprehensive overview of the major tasks for VISTA Sponsors and Sub-site Supervisors. It is designed to help you understand the scope of your role and ensure you are meeting all necessary requirements. The tasks are organized into categories and include a checklist for tracking progress.

| Task Category | Task | Completed | Due Date |
|------------------------------------|--|-------------------------------------|----------|
| Sponsor/Supervisor Onboarding | Complete VISTA Sponsor/Supervisor Onboarding Form | <input checked="" type="checkbox"/> | |
| | Submit VISTA Sponsor/Supervisor Onboarding Form to VISTA | <input checked="" type="checkbox"/> | |
| | Complete VISTA Sponsor/Supervisor Onboarding Form | <input checked="" type="checkbox"/> | |
| | Submit VISTA Sponsor/Supervisor Onboarding Form to VISTA | <input checked="" type="checkbox"/> | |
| VISTA Sponsor/Supervisor Training | Complete VISTA Sponsor/Supervisor Training | <input checked="" type="checkbox"/> | |
| | Submit VISTA Sponsor/Supervisor Training to VISTA | <input checked="" type="checkbox"/> | |
| | Complete VISTA Sponsor/Supervisor Training | <input checked="" type="checkbox"/> | |
| | Submit VISTA Sponsor/Supervisor Training to VISTA | <input checked="" type="checkbox"/> | |
| VISTA Sponsor/Supervisor Reporting | Complete VISTA Sponsor/Supervisor Reporting | <input checked="" type="checkbox"/> | |
| | Submit VISTA Sponsor/Supervisor Reporting to VISTA | <input checked="" type="checkbox"/> | |
| | Complete VISTA Sponsor/Supervisor Reporting | <input checked="" type="checkbox"/> | |
| | Submit VISTA Sponsor/Supervisor Reporting to VISTA | <input checked="" type="checkbox"/> | |

VISTA Campus
www.vistacampus.gov/supervisors/working-sub-sites

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What do you need to know?



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VISTA: History and Mission



1965 - President Johnson created VISTA (Volunteers In Service To America) as part of the War on Poverty

1994 - VISTA was incorporated into the AmeriCorps network of programs



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VISTAs Get Things Done!



\$222 million
Cash & in-kind resources raised



2.4 million
Disadvantaged children served



3,000
Sites across the country



1.2 million
Community volunteers mobilized



222,000
Veterans & Family Members served

...in 2015

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Poll: Capacity building is...

- a) Create, expand, or strengthen an organization's systems or processes
- b) Provide services to the identified recipients or clients of a program
- c) Transfer knowledge, products, and relationships to the staff and volunteers of the program site
- d) Carry out the clerical work and administrative tasks of the host site
- e) I'm not sure but I'm looking forward to learning more

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Know: Capacity Building

Capacity Building activities:

- create, expand, or strengthen an organization's systems or processes
- transfer knowledge, products, and relationships to the staff and volunteers of the host site

Capacity building allows the organization and the community to sustain the VISTA's project activities once the project period has ended.

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Habitat Scenario

A VISTA member has been placed at a new Habitat for Humanity chapter to help build volunteer programs.



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Chat Question

Click the button if you don't see the chat panel.

➤ What capacity building activities might the VISTA do for Habitat?



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XXX.XXX.XXXX

XXXXXX

Habitat Capacity Building Activities

| Capacity Building Activities | Direct Service Activities |
|--|--|
| Create volunteer task descriptions | Work on a home under construction |
| Develop a volunteer database | Drive the agency van each week to pick up volunteers from local high schools |
| Write a volunteer training plan | Complete landscaping for each new home |
| Establish a volunteer policies and procedures manual | Clean out homes damaged by natural disasters |

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Know: The VISTA Assignment Description (VAD)

- Position description for each VISTA
- Describes the VISTA's role including overarching goal
- Outlines specific objectives and activities for member's service year



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Managing Expectations



- Maximizing a service year
- VAD Objectives & Activities
- Organizational Culture
- Change the world!

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Know: VISTA Member Benefits

VISTA Member Support Unit
(VMSU)
National Service Hotline
Toll Free: 800-942-2677
Fax: 202-403-3457
questions.nationalservice.gov



www.vistacampus.gov/in-service/benefits-service

Know: VMSU Support Areas

Living Allowance

- Bi-weekly
- State taxes not withheld

End of Service Benefits

- Education Award (\$5,815)
OR
- Cash stipend (\$1,500)
- Interest Accrual
- Forbearance Requests

Healthcare

- VISTA Healthcare Allowance
OR
- VISTA Health Benefit Plan

Travel

- Reimbursements
- Emergency

Childcare

- GAP Solution

Know: Terms and Conditions

VISTA Policies

- Policies related to political activity, criminal activity, and religious activity
- Time & attendance
- Nepotism
- Early terminations
- Outside Employment

www.vistacampus.gov/lessons/vista-terms-and-conditions



Know: PSO Training (Classic & Blend)

| Classic | Blend |
|---|--|
| Mostly face-to-face, with online prerequisites. OSOT follows the Classic PSO. | Mostly online, and incorporates the OSOT (face-to-face). |
| Takes place regionally at hotels or conference centers. | Takes place at VISTA project site and in the community. |
| Travel required. | No travel required. |
| Presented in 3.5 days. | Sequenced over 3 weeks. |
| VISTA service begins the day after PSO Classic ends. | VISTA service begins on the first day of PSO Blend. |

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Submit Your Questions ?

▪ To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask "All Panelists"

▪ Q&A session will be held at the end of the webinar



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Poll: My responsibilities include...

- a) Recruiting candidates
- b) Selecting and screening candidates
- c) Conducting onsite orientation and training
- d) Meeting with candidate regularly for coaching sessions
- e) Submitting data for reports
- f) I'm not sure yet and look forward to learning more



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Do: Recruitment and Selection

- Orient yourself to VISTA Assignment Description (VAD)
- Participate in member recruitment and selection
 - Plan recruitment
 - Conduct outreach and marketing
 - Screen applicants
 - Interview finalists
 - Select candidates

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Recruitment

- Identify the skills and personality needed for success.
- Confirm their commitment & skill set through a thoughtful interview.
- Take the time to recruit someone great!



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Professional Development



- Give VISTAs opportunities to build their skill sets.
- Help them plug into your network.
- Give Feedback!!

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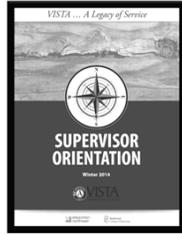
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Do: OSOT Planning

Sample topic areas:

- Introduction to the organization and community
- Organizational purpose and mission
- Member assignment/VAD
- Supervisory roles
- Professional development



Supervisor Orientation Workbook
OSOT Checklist

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Do: Coaching & Support

VISTAs who receive supervision and coaching:

- Are the most satisfied and successful
- Gain the greatest number of competencies

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

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

(JBS International, 2013)

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Regular communication is key

Set a regular scheduled day, time

- Face-to-face is best
- Some VISTA need more than others
- Be flexible
- Google Docs
- CC Emails often, goes both ways



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Do: Data Points & Collection

- 1. Member is serving or member is not on site
 - Member has resigned or been removed
- 2. To what extent project milestones (from the application) are being met
- 3. To what extent the performance measures (for application) are being achieved
- 4. Anecdotes that reflect the benefits of the program
- 5. VISTA/CNCS Performance Measures:
 - a) # hours of service contributed by community volunteers
 - b) Your organization (and/or its sites) more effective, additional activities, new systems or processes
 - c) Dollar value of cash/in-kind resource leverage

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Do: Reports & Due Dates

Reports:

- 1. Sponsor Verification Report
 - Certifies the member is serving (full-time)
 - 2. Project Progress Report (PPR)
 - Milestones; Performance Measures; Anecdotes
 - 3. VISTA Progress Report Supplement (VPRS)
 - community volunteers; cash/in-kind resource leverage; developed capacity
- Talk to your project director if you have any questions**

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Agency Investment

- VISTA on organization chart
- Include in meetings
 - Internal and external
- Future plans
 - Resume
 - Be a reference
 - Suggest job openings

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Where to Find Resources: VISTA Campus

www.vistacampus.gov/supervisors/working-sub-sites

Campus Self Study Guide

- Training Sub-Site Supervisors Syllabus

Checklist

- VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance

Supervisor Orientation Materials

- Workbook
- Visual Aids (slides)
- Activities (Capacity Building Game)



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Next Steps

- ✓ Create a list of questions
- ✓ Set up a time to discuss the checklist: "VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance"
- ✓ Block time for regular check-ins with members
- ✓ Participate in future supervisor webinars
- ✓ Connect with other supervisors

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Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

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Questions ?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask "All Panelists"



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Thank You for Your Participation!

If you have further questions or for more information, contact us:
VISTAwebinars@cns.gov

| | |
|---|--|
| <p>Next supervisor webinar: VISTA Member Recruitment March 28, 2017 2:00pm EST</p> | <p>Upcoming VISTA member webinar: Creating High Impact Images for Better Outreach February 28, 2017 2:00 PM EST</p> |
|---|--|

Visit the Webinars page on the VISTA Campus for a schedule of upcoming webinars and recordings of past webinars

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