

VISTA Supervisor Tasks

This planning tool includes important tasks and information for all VISTA supervisors, including those of intermediary projects. The purpose of this checklist is to help you organize and support the many activities associated with managing a successful VISTA project. If you are an intermediary, you may want a separate document for each of your sites (also referred to as a sub-site). Creating separate planning documents per site will help define the individual timelines and persons responsible.

Suggestions for using this task list:

1. Indicate the status of each task to determine progress and next steps.
 - P (In Progress)
 - C (Complete)
 - N (Not started)
2. Provide a target date or range (e.g., specific week/month or ongoing) for each task.
3. Use the lead column to assign tasks to individuals.
4. Utilize the notes column to keep track of next steps and jot down questions.

VISTA Program Overview

Tasks	Timeline	Lead	Resources	Status	Notes
Review the history and learn the mission & program initiatives of VISTA			AmeriCorps VISTA History & Legacy (Video) www.vistacampus.gov/resources/vista-legacy-video-1 VISTA 101 (Flash Course) www.vistacampus.gov/resources/vista-101-understanding-vista-0	P / C / N	
Familiarize yourself with the organizational structure of National Service			Service Connections (PDF) www.vistacampus.gov/resources/service-connections	P / C / N	

VISTA Supervisor Tasks

Project Fundamentals

Tasks	Timeline	Lead	Resources	Status	Notes
Understand capacity-building goals of the project (e.g., program design, volunteer development, grant/fundraiser development)			Capacity Building in Action for Supervisors (Flash Course) www.vistacampus.gov/lessons/capacity-building-action-supervisors Capacity Building Game (PDF) www.vistacampus.gov/resources/capacity-building-game	P / C / N	
Know the elements of your overall Project Plan including targeted goals and performance measures for your site			VISTA Performance Measures (HTML) www.nationalservice.gov/resources/performance-measurement/vista	P / C / N	Intermediary shares plan with sub-site supervisors
Understand project reporting requirements			Reporting and Evaluation (HTML) www.vistacampus.gov/supervisors/reporting-and-evaluation	P / C / N	Sub-sites are responsible for collecting and sharing data with intermediary
Orient sub-site supervisors to their role			Training Sub-site Supervisors Syllabus (PDF) www.vistacampus.gov/resources/training-sub-site-supervisors-syllabus VISTA Program Overview Customizable PowerPoint Presentation (PPTX) www.vistacampus.gov/resources/vista-program-overview-customizable-powerpoint-presentation	P / C / N	
Craft or update VAD(s) for your project			Creating Effective VADs (Flash Course) www.vistacampus.gov/resources/creating-effective-vads Sample VADs (PDF) www.vistacampus.gov/resources/sample-vad	P / C / N	

VISTA Supervisor Tasks

Project Fundamentals, cont.

Tasks	Timeline	Lead	Resources	Status	Notes
Submit VAD(s) to your State Office via eGrants			VISTA Assignment Description (VAD): Training Manual for Sponsors (DOC) www.vistacampus.gov/resources/vista-assignment-description-training-manual-vista-sponsors	P / C / N	State Office must approve your VAD(s) before you can begin recruiting members via MyAmeriCorps
Ensure staff at each site understand the scope of the project and each member's VAD			Training Your Sub-site Supervisors About VADs (DOC) www.vistacampus.gov/resources/training-your-sub-site-supervisors-about-vads	P / C / N	
Agree on frequency and preferred methods of communication with project partners/sub-sites (e.g., email, phone, face-to-face meetings, site visits, etc.)				P / C / N	

VISTA Supervisor Tasks

Rules and Regulations

Tasks	Timeline	Lead	Resources	Status	Notes
Learn VISTA rules and regulations for members and supervisors			<p>VISTA Terms & Conditions (HTML) www.vistacampus.gov/lessons/vista-terms-and-conditions</p> <p>Benefits of Service (Video, HTML) www.vistacampus.gov/in-service/benefits-service</p> <p>VISTA Member Handbook (HTML) www.vistacampus.gov/lessons/vista-member-handbook</p> <p>AmeriCorps VISTA Supervisor Manual (HTML) www.vistacampus.gov/lessons/vista-supervisors-manual</p>	P / C / N	
Confirm currently serving members via the Sponsor Verification Form	Bi-weekly		<p>Completing Sponsor Verification Online (PDF) www.vistacampus.gov/resources/completing-sponsor-verification-online-1</p> <p>Sponsor Verification Dates (PDF) www.vistacampus.gov/resources/sponsor-verification-dates</p>	P / C / N	
Adhere to CNCS and AmeriCorps VISTA branding guidelines on all materials, in the media, in letters, and at meetings			<p>Corporation for National & Community Service Logos (HTML) www.nationalservice.gov/newsroom/marketing/logos</p> <p>VISTA Products (Link) https://pubs.nationalservice.gov/search.aspx?type=1&pid=19</p>	P / C / N	
Evaluate your VISTAs' performance regularly			<p>VISTA Member Performance Review Template (DOC) www.vistacampus.gov/resources/vista-member-performance-review-template</p>	P / C / N	
Involve member(s) in data collection and project reporting as appropriate			<p>Involve VISTAs in Reporting (HTML) www.vistacampus.gov/involve-vistas-reporting</p>	P / C / N	

VISTA Supervisor Tasks

Recruitment & Selection

Tasks	Timeline	Lead	Resources	Status	Notes
Plan member recruitment and selection process			<p>VISTA Campus for Supervisors – Recruiting Planning Resources (HTML) www.vistacampus.gov/recruiting-planning-resources</p> <p>Stages of the AmeriCorps VISTA Recruitment Process (PDF) www.vistacampus.gov/resources/stages-ameriacorps-vista-recruitment-process</p> <p>Recruitment Team Training and Process Enhancement (PDF) www.vistacampus.gov/resources/recruitment-team-training-and-process-enhancement</p> <p>VISTA Recruitment Checklist (DOC) www.vistacampus.gov/resources/vista-recruitment-checklist</p> <p>VISTA Campus for Supervisors – Recruiting Marketing Resources (HTML) www.vistacampus.gov/recruiting-marketing-resources</p>	P / C / N	Some intermediaries conduct recruitment activities for sub-sites; work together to clarify roles
Screen applicants			<p>VISTA Campus for Supervisors – Recruiting Screening Resources (HTML) www.vistacampus.gov/recruiting-screening-resources</p>	P / C / N	
Interview finalists			<p>VISTA Campus for Supervisors – Recruiting Interviewing Resources (HTML) www.vistacampus.gov/recruiting-interviewing-resources</p>	P / C / N	
Select candidates			<p>Selecting VISTA Members (DOC) www.vistacampus.gov/resources/selecting-vista-members</p>	P / C / N	

VISTA Supervisor Tasks

VISTA Member Orientation & Training

Tasks	Timeline	Lead	Resources	Status	Notes
Prepare for VISTAs' arrival – housing, work space, technology, welcome to the community, introduction to VISTA leaders			VISTA Campus for Supervisors – Orienting your VISTA (HTML) www.vistacampus.gov/supervisors/orienting-your-vista	P / C / N	
Continue to familiarize yourself with each member's VAD, résumé and IDP (if applicable) after members are selected			VISTA Development Plan (IDP) (PDF) www.vistacampus.gov/resources/pso-resources-your-vista-development-plan	P / C / N	
Conduct formal On-site Orientation & Training (OSOT) to your site and community			OSOT Checklist (PDF) www.vistacampus.gov/resources/osot-checklist	P / C / N	Sub-sites work with intermediary to outline a training plan and schedule
Encourage member participation in ongoing training opportunities and self-directed study via the VISTA Campus			VISTA Campus (HTML) www.vistacampus.gov Online Courses (HTML) www.vistacampus.gov/onlinecourses	P / C / N	

VISTA Supervisor Tasks

Member Coaching & Support

Tasks	Timeline	Lead	Resources	Status	Notes
Provide ongoing member supervision			Coaching and Supervision Checklist (DOC) www.vistacampus.gov/resources/coaching-and-supervision-checklist Successful Member Coaching and Supervision for Sub-site Supervisors (PPTX) www.vistacampus.gov/resources/successful-member-coaching-and-supervision-sub-site-supervisors	P / C / N	Research has shown frequent one-on-one, in-person meetings with VISTAs are most effective
Offer ideas to help members beat stress			Help Members Make Ends Meet (HTML) www.vistacampus.gov/resources/help-members-make-ends-meet Living on the Living Allowance (On-demand Webinar) www.vistacampus.gov/resources/living-living-allowance-0 National Service Stress Survival Guide (PDF) www.vistacampus.gov/resources/national-service-stress-survival-guide	P / C / N	
Address issues and conflicts that arise			VISTA Member Support Unit (HTML) questions.nationalservice.gov Supervisor Coaching Scenario (Flash Course) www.vistacampus.gov/resources/supervisor-coaching-scenario Supervisors Orientation Workbook (PDF): Managing Your VISTA Project – Contacts and Resources www.vistacampus.gov/resources/supervisor-orientation-workbook	P / C / N	
Prepare members to transition out of service			VISTA Campus for Supervisors – Transitioning (HTML) www.vistacampus.gov/supervisors/transitioning	P / C / N	

VISTA Supervisor Tasks

Next Steps

This Week:

This Month:

Questions to ask at Supervisor Orientation

Questions to ask my Corporation State Office (for intermediary sponsors and single-sites)

Questions to ask my intermediary sponsor (for sub-sites)