

Training Sub-Site Supervisors Syllabus

Purpose: As an intermediary sponsor, you have primary responsibility for managing the VISTA project, but many of the day-to-day responsibilities of running a project rests with sub-site supervisors. It is your job to ensure that sub-site supervisors are trained and supported.

Use this syllabus when planning training for your sub-site supervisors so they can learn about the mission and purpose of VISTA; the terms, conditions & benefits of VISTA service; strategies for recruiting, orienting, coaching and supervising members, and for guiding their end of service transitions.

In each section below, you'll find the title and purpose of the resource as listed on the Supervisors section of the VISTA Campus, along with ideas on how to use it when working with your sub-sites.

VISTA Program Overview

- A. [VISTA Program Overview Customizable PowerPoint Presentation](#): A comprehensive slide set to help understand programmatic engagement with VISTA and your unique VISTA project structure.
- B. [The Role of Sub-Site Supervisors: a Mini-Supervisor Orientation Webinar](#): A recorded webinar that serves as an introductory orientation for sub-site supervisors.
- C. [VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance](#): An overview of key project tasks that can be customized to distinguish responsibilities between intermediary sponsors and sub-sites.
- D. [Memorandum of Understanding \(MOU\) Sample](#): An example of a well-crafted MOU to formalize the sub-site role.
- E. [New Site Orientation Agenda Sample](#): An agenda to orient new sub-sites to working with VISTA members.
- F. [VISTA 101: Understanding VISTA](#): A Flash course designed for organizations or individuals new to the AmeriCorps VISTA program model.

VISTA Assignment Descriptions (VADs)

- A. [Training Your Sub-site Supervisors about the VAD](#): A guide to train your sub-site supervisors on crafting good VADs.
- B. [Using VADs throughout Your Project](#): Ideas for how to leverage the VAD to guide the entire year of VISTA service.
- C. [VAD Informs Graphic](#): Share this graphic reference with sub-site supervisors to help them visualize the different ways each VISTA's VAD aligns with recruitment tasks and key supervisory responsibilities.
- D. [Creating Effective VADs](#): A short course (Flash) on creating and using VADs; all who will write VADs should review this course.
- E. [Adapting VADs](#): A short guide on when and how to adapt a VAD during the service year.

Recruitment and Selection

- A. [Recruitment Team Training & Process Enhancement](#): This PDF will help organize your sub-site team(s) to assist and collaborate in the recruitment process. Self-assessment questions can help identify areas to enhance the recruitment process.
- B. [Getting the Word Out—Recruitment Avenues](#): Explore this list of places and techniques for sharing open VISTA opportunities with your sub-sites.
- C. [VISTA Recruitment Checklist](#): Use this checklist as a reference to plan for and assign recruitment tasks with your sub-sites.
- D. [Creating a Recruitment Plan](#): Use this worksheet to create a plan with your sub-site supervisors for organizing your recruitment efforts.
- E. [Marketing for Recruitment](#): Share this worksheet with your sub-site supervisors so they can write recruitment materials that will attract strong VISTA applicants.
- F. [Screening VISTA Applicants](#): A crucial element in selecting candidates is thoughtful screening. Use this worksheet to ensure sub-sites are properly screening VISTA applicants for fit and persistence.
- G. [Interviewing VISTA Applicants](#): A guide to conducting a thorough VISTA candidate interview.
- H. [Selecting VISTA Members](#): Use this set of criteria to help sub-site supervisors make good acceptance decisions.
- I. [AmeriCorps VISTA Applicant Tracking Tool](#) and [Applicant Tracking Tool Guide to Getting Started](#): Field-tested by VISTA Leaders, this spreadsheet and “how to” PDF will help your project stay organized throughout the recruitment process.
- J. [VISTA Member Recruitment Calendar](#): Use this tool to generate a list of recruitment milestones based on your members' PSO dates.

Reporting

- A. [Reporting Task List](#): Use this customizable spreadsheet to track due dates for VISTA project progress reports (PPR), report supplements (VPRS), sponsor-verification forms, and member milestones.
- B. [Completing Sponsor Verification Online](#): A PDF document with instructions to complete member verification.
- C. [Sponsor Verification Due Dates](#): A handy list of due dates to post for easy reference.
- D. [The AmeriCorps VISTA Impact App](#): Share this app with members so they can track service activities using their mobile device or a computer.

Coaching & Supervision

- A. [Successful Member Coaching and Supervision for Sub-site Supervisors](#): Download and adapt this slide set to train your sub-site supervisors on the importance and skills of good supervisory communication.
- B. [Coaching & Supervision Checklist](#): An essential resource for sub-site supervisors to keep on hand throughout the year.
- C. [VISTA Member Performance Review Template](#): Adapt and use this template to review a VISTA member's performance.
- D. [Civil Rights Summary](#): Refer to and share this document with your sub-site supervisors it outlines civil rights law and how it applies to VISTA members.
- E. [VISTA Civil Rights and Responsibilities](#): Share this course link—essential content on civil rights and responsibilities for all VISTA members and supervisors.

Onboarding/OSOT & Ongoing Training

- A. [On-Site Orientation and Training Guidebook](#): *This guide is an essential tool for designing and delivering OSOT, a key sub-site supervisor responsibility.*
- B. [OSOT Planning Worksheet](#): *Share this planning tool with your sub-sites for creating and delivering effective OSOTs.*
- C. [OSOT Checklist](#): *A simple checklist to ensure sub-site supervisors are covering all the important OSOT topics.*
- D. [Community Entry Worksheets](#): *A set of tools for supervisors to identify cultural and community norms to plan successful community entry for VISTA members.*

VISTA Transitions

- A. [Transitions Talking Points](#): *Follow this guide to have meaningful, substantive conversations during a VISTA member's transition out of service.*
- B. [VISTA Member Handbook: End-of-Service Checklist](#): *A guide to ensure a smooth transition for both the member and the project site.*