

Host Site Checklist

I understand that having a VISTA volunteer coordinator requires our program to ensure the following:

- Site director or designated staff member to serve as liaison to the VISTA volunteer coordinator and be available to provide supervision, support, and mentoring
- Opportunities for the VISTA volunteer coordinator and designated staff member to work
- Opportunities for the VISTA volunteer coordinator to receive orientation to site-specific policies, procedures and curriculum, as well as site-specific training opportunities
- The integration of the VISTA volunteer coordinator as part of the site staff team by inviting the VISTA volunteer to attend staff meetings and trainings and to ensure that current staff understand the role of the VISTA volunteer coordinator and the goals of the Preschools of Hope Project
- Staff to work with the VISTA volunteer coordinator to identify volunteer opportunities and schedule volunteers
- Opportunities for the VISTA volunteer coordinator to meet with the appropriate staff quarterly and as needed to review site priorities and alignment of VISTA resources
- Time to update staff at least twice a year at staff meetings
- An adequate space to work where the VISTA volunteer coordinator will have access to a telephone, computer, and the Internet on a regular basis

I understand that the VISTA volunteer coordinator will:

- Follow the procedures and policies of this center
- Recruit, screen, and ensure appropriate training for volunteers based on best practices in early childhood education and volunteer management, and the philosophy of this site
- Not engage in direct service or perform the duties of paid staff members
- Work cooperatively with staff to place and support volunteers
- Assist in the organization and implementation of the SPARC-EL family backpack program

I will be able to provide a VISTA volunteer with (please check all that apply):

- Work area
- Desk
- Filing space
- Access to a computer (or space to accommodate one)
- Internet access
- Printer access
- Phone (may be shared) in work area
- Message system with VISTA name and number
- Incidental office supplies, copying costs and materials required for volunteer management

Site Director's Signature _____

Date _____