



<<PROGRAM NAME>> AmeriCorps*VISTA Overview

USE THIS SECTION TO PROVIDE KEY INFORMATION, INCLUDING:

- OVERVIEW OF YOUR PROGRAM
- BRIEF HISTORY OF YOUR PROGRAM
- ROLE OF VISTA MEMBER
- WHY A VISTA MIGHT BE A VALUABLE ADDITION TO A SITE OR PROJECT
- VALUE A VISTA CAN BRING TO SITE/PROJECT

What VISTA supervisors are saying:

Include several testimonials or quotes from VISTA supervisors about their experience with VISTAs and the value they have added.

EXAMPLE: "We are grateful to have the opportunity to have a VISTA in our program. The scope of our service would not be as extensive without her hard work and dedication."

– Name, Organization



Roles of a VISTA Supervisor

SUPERVISOR

Checks in periodically on how work is going, clarifies questions related to the assignment, makes sure workload is manageable, and holds the VISTA accountable to the VISTA Assignment Description

GUIDE

Facilitates the learning of the VISTA, recognizing the unique contributions of the VISTA and challenging him/her to grow; offers praise/constructive feedback on the VISTA's work; encourages the VISTA to be innovative

COLLABORATOR

Available for brainstorming, assists with projects, and helps the VISTA understand goals and initiatives of the organization

ADVOCATE

Provides resources (e.g., office equipment, supplies, funding for projects) and ensures others in the organization support and encourage the VISTA

VISIONARY

Connects the purpose of the VISTA's work with the organization's vision for its future; keeps sustainability a goal

COMMUNICATOR

Ensures the VISTA is aware of news, information, and procedures; encourages input/feedback from the VISTA

CONNECTOR

Introduces the VISTA to others in the community so that s/he is better able to find a peer group and is visible in the community

TEAM LEADER

Provides clear expectations for the VISTA's work; includes the VISTA as an integral member of the team



Expectations of a VISTA Supervisor

The VISTA Supervisor commits to:

1. Attend supervisor trainings on <<DATES>>.
2. Holding a weekly meeting with the VISTA to discuss the previous week and set goals for the upcoming week. This is also a chance for VISTAs to ask any questions or voice concerns.
3. Complete two evaluations of the VISTA: one early in the VISTA's service year and one near the end. Supervisors must complete the evaluation, review it with the VISTA, and return the completed evaluation to the <<PROGRAM NAME>> office.
4. Be evaluated by the VISTA at the end of the VISTA's year of service.
5. Monitor and track progress toward the VISTA's assignment goals, including <<PROGRAM NAME>>'s common project goals.
6. Ensure and encourage VISTA's attendance at required <<PROGRAM NAME>> events and professional development opportunities.
7. Monitor the progress being made toward the sustainability plan of your <<PROJECT, CAMPUS, ETC>>.
8. Advocate for the VISTAs (make sure they meet the right people, make sure their work is being valued and recognized, etc.).
9. Act as a liaison to <<PROGRAM NAME>> to update us on the status of the VISTA on your campus and if your campus would like to apply for another VISTA the next year.

Tips for Clear Communication with Your VISTA

EXPECTATIONS

Remember to be clear with your VISTAs about what is expected of them and what their role is in the office.

Many times the position does not produce readily visible results, which can be frustrating for a young professional. This is especially when working on the tedious tasks that are part of building sustainability (e.g., creating files, entering data into Excel, etc.)

PRIORITIES

Be specific! What is most important? What should the VISTAs focus on first, and what are more long-term projects? Explain your priorities and then help the VISTAs in creating their own.

ACCESS

Be available! Let the VISTAs know where, when and how you can be reached. A weekly meeting is essential to review recently completed projects, let the VISTAs explain the goals for the upcoming week, and let them ask any questions.

Give VISTAs details on how to contact you when a question or issue arises. Then be available when you say you will. Also, explain acceptable office etiquette for your space.

SUPERVISION

Explain your supervision style and how you interact with staff and others. Allow the VISTAs to explain their needs, and work to find the best way to connect based on style and need.