

AGENDA
AmeriCorps-VISTA Member's
On-Site Orientation and Training (OSOT)

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Week One

Day One

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- Welcome new AmeriCorps*VISTA member.
- Introduce new member to Executive Director and YCC<<Program Name>> Board.
- Show new member work area.
- Set member up with desk and items needed for work.
- Member will spend most of the first day with the Executive Director discussing these <<Program Name>> topics:
 - Give member information on hHistory, purpose, mission, programs, and VISTA project-
 - Describe hHow member fits into <<Program Name>>YCC, Inc.
 - Member will spend most of first day with Executive Director with discussion about YCC, Inc.
 - ☐ Set member up with desk and items needs for work
 - Discussion of bBasic terms of work, hours and leave of absences
 - Discussion of aAbsenteeism, tardiness and process of reporting absence or illness
 - Discussion of tTime sheets, VISTA compensation process
 - Discussion of oOffice, parking security, and safety procedures

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Day Two

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- Discussion of <<Program Name>>YCC, Inc. Mission, Vision, Goals and Objectives.
- Have Ask member to review work plan and develop modifications, if required; to VISTA member work plan
- Give VISTA time to get settled into desk and office.
- Provide Give member with access to computer files and provide time to review essential files.
- Provide question and answer period for member feedback.

Day Three

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- Review member work plan/job description and agree on any changes.
- Discuss working relationships and leadership style of supervisor.
- Discuss performance expectations, standards and review process.
- Discuss upcoming meetings and appointments that member needs to attend.
- Review employee manual and sign receipt.

Day Four

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Developed by Youth Conservation Corps (Waukegan, IL). An EnCorps resource. Please retain the original program attribution when adapting or using this resource. Rev. July 2007.

- Develop a member business card and ~~provide~~ give member written information ~~on~~ about ~~YCC, Inc~~ <<Program Name>>. ~~to member.~~
- -Give member time to develop an introduction of self ~~that will be to~~ used in when meeting individuals.;
- ~~Have m~~Member meets s partners and board members of <<Program Name>>. ~~YCC, Inc.~~
- ~~Have m~~Member explores s community, with directions ~~on~~ about where to go and; what to look for.;
- ~~Have m~~Member starts exploring possible future partners of <<Program Name>> ~~YCC, Inc.~~ and reports on recommendations.;

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Day Five

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- ~~Have m~~Member spends time with other VISTA or AmeriCorps members in the community to develop a better understanding of the community.
- ~~Have m~~Member discusses and provides feedback ~~on about~~ orientation and ~~make~~ recommends modifications to the agenda of week two and three. ~~according.~~

Week Two

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Day One

- Member spends most of the day out of the office visiting prospects for volunteer participation and donations to the infrastructure of ~~YCC, Inc.~~ <<Program Name>>.
- At the end of the day, member checks in with the Executive Director to report on accomplishments of the day.

Day Two

- Member and Executive Director visit possible donor or volunteer organizations. ~~and a~~ At the end of the day, they review their different styles of ~~f~~ approaching organizations. -This discussion will produce a common approach.

Day Three

- Executive Director and ~~m~~Member discuss the aspects of this specific job. -The Executive Director will review ~~work history and~~ volunteer history. ~~and Together~~ they will start developing a more detailed work plan for the member.
- Executive Director and ~~m~~Member visit board member corporations.

Day Four

- Member spends the day preparing an out-line for various tasks of the job and reviews ~~this~~ it with the Executive Director. -~~The~~ is outline will be used as a working document to prepare the member's work assignments during the year.

Day Five

- Member spends the day reviewing orientation and completing work assignments ~~so far~~ and meets with Executive Director to discuss any questions or comments.

Week Three

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Day One ~~through~~ through Four

- The VISTA member begins independent implementation of projects and, if required, checks in with the Executive Director at the ~~with~~ end of the day ~~check in with the Executive Director if required.~~

Day Five

- Executive Director and member meet to review the week, make modifications to the work plan, and develop a training schedule for the member that will cover the entire year.