

Site Supervisor Training

Campus Compact of Oregon
VISTA Program 2022-23



Campus Compact
Oregon



AmeriCorps



Agenda

- Welcome
- Introductions & Initial Questions
- AmeriCorps Program Structure
- Campus Compact of Oregon Overview
- VISTA Program
 - Overview
 - Tasks
 - Benefits
 - Requirements
- Member Support
- Supervisor Support
- Dates to Remember
- Resources



Introductions

Invitation to Share:

1) Name

2) Pronouns

if comfortable doing so

3) Host Site/Organization

4) Access Needs

**What questions would you like to have
answered today?**

Federal Appropriations

Corporation for National and Community Service
(CNCS)

SeniorCorps

AmeriCorps

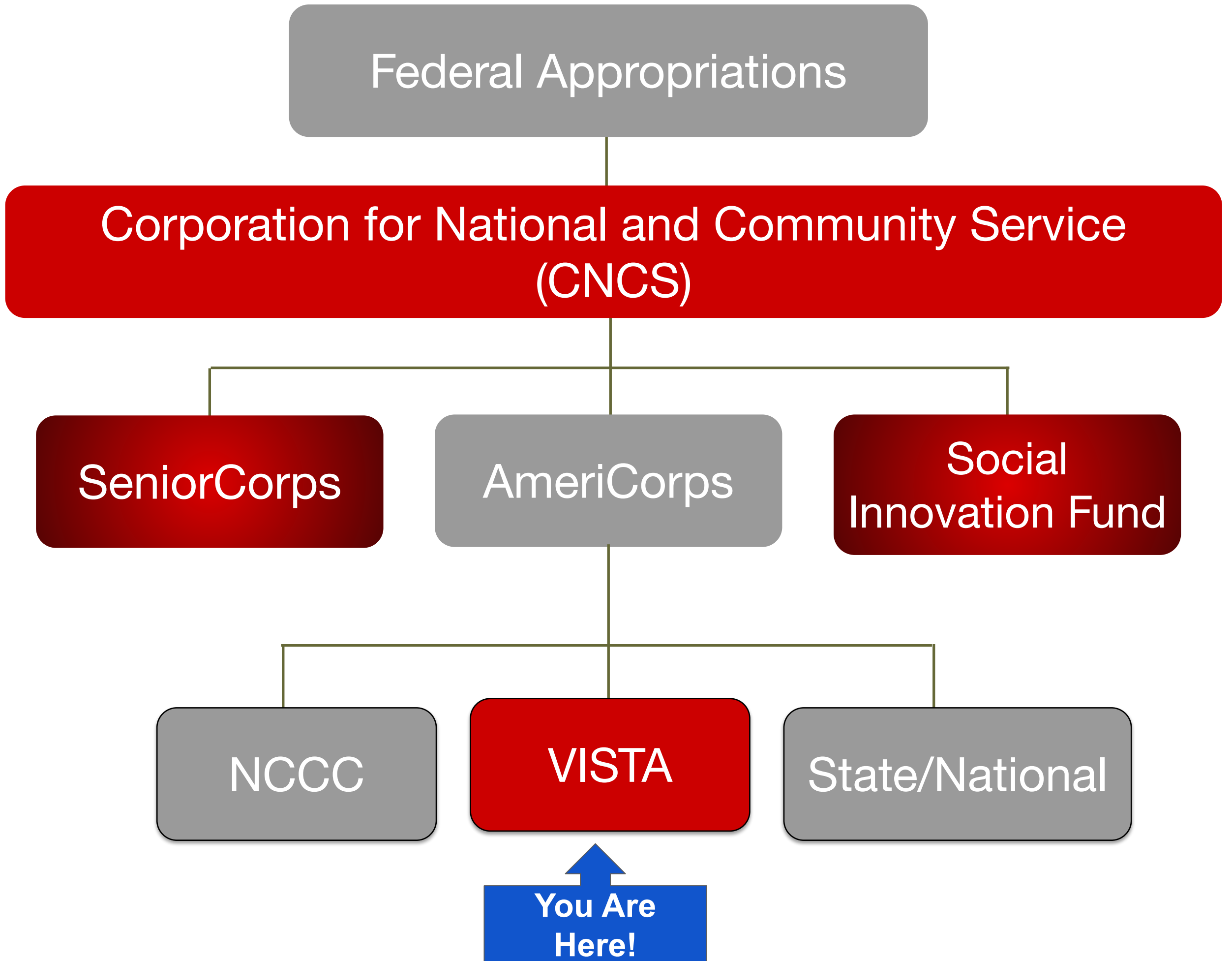
Social
Innovation Fund

NCCC

VISTA

State/National

You Are
Here!



AMERICORPS CNCS
(Federal Government Entity)

*Larger Umbrella
Federal Government Agency*

CAMPUS COMPACT OF OREGON
(Non-Profit Agency)

Sponsor

SOUTHERN OREGON UNIVERSITY
(College/University/K-12 School/Non-profit)

Host Site

Campus Compact of Oregon

- Our Mission
- Our Vision
- Our Core Themes
- Expectations from Partners



CCOR's Mission & Vision



Campus Compact of Oregon convenes and supports the work of educational institutions & non-profits individually and collectively to improve their practice around institutional equity, collaborative learning, and community engagement to respond effectively to a racially diverse and changing Oregon.

CCOR's Mission & Vision



Four years ago Campus Compact shifted its mission to explicitly focus on racial justice.

“As an organization, we owe it to our partners and the communities that we collaborate with, to strive for the utmost integrity. With this, we must seek to dismantle harmful systems that perpetuate hate, xenophobia, and ignorance and center those most impacted by institutional, systemic, and interpersonal oppression

...”

Our Core Themes

- **Collaborative Learning**
 - Learning together
- **Equity & Racial Justice** (CCOR [Equity Statement](#))
 - Working together
- **Partnership**
 - Creating impact together

Board of Directors

Members of the community that help ensure the staff of Campus Compact of Oregon are accountable to their mission, values, and goals as a non-profit and a part of the national Campus Compact.

- **Carmen Denison** (Board Chair) - Campus Compact of Oregon
- **Jennie Cha** (Secretary) - Portland Public Schools (PPS)
- **Ashley Newsome** (Treasurer) - First Tech Federal Credit Union
- **Hannah Cherry** - Portland Community College
- **Michelle Jones** - Wayfinding Academy
- **Tshombé Brown** - University of Portland
- **Alex Díaz Rios** (outstanding) - K12 Educator, PPS

Nominations are submitted by staff and a nomination process grants the nominee status to serve on the Board of Directors.



AmeriCorps

VISTA Program

VISTA Overview

Volunteers In Service to America (VISTA)

- Established in 1964 as a 'domestic PeaceCorps'
- Anti-poverty program designed to provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty.
 - Capacity Building
 - Sustainability
 - Community Empowerment



AmeriCorps

CCOR VISTA Program Focus

- Our members provide inclusive and equitable learning opportunities that strengthen communities and empower students to be agents for positive change.
- BIPoC led
- Healing-centered / Resiliency-centered practices
- Community empowerment
- Intersectionality
- Centering the wisdom and voices of Black, Brown, Indigenous, and People of Color in the development of projects that address institutional, systemic, and interpersonal inequities in education
- Community advisory and oversight

VISTA Member Tasks: What Can/Can't They Do?

Note: If there are any questions around what the VISTA Member at your site can and cannot do, please check in with the CCOR VISTA Program Manager.

What Can VISTAs Do?

The goals, objectives, and activities in the VAD should lead to measurable outcomes and the sustainability of project activities by the community being served.

VISTAs could/should...

- **Partnerships**
Build partnerships with local public and private sector organizations and businesses
- **Volunteer Coordination**
Recruit, screen, train volunteers to assume program leadership roles
- **Grants**
Write grant applications for funding and other resources for the project
- **Funding**
Solicit donations and other in-kind support for the project
- **Marketing, Communications**
Publicize and market the project

- **Event Coordination**

Create community events to support the project

- **Mobilize Resources**

In and outside of the community to support the project

- **Sustainability**

Gather materials, resources, data to promote project sustainability

- **Community Assessment / Data Tracking**

Engage with the community served to better understand how to co-create programming that meets community needs

What **CAN'T** VISTAs Do?

VISTA's focus is on indirect service, and Members cannot/should not be given tasks that lie within direct service. Additionally, the AmeriCorps VISTA Program has limitations on what type of work Members can be involved in.

VISTAs cannot...

- **Displace Staff or Volunteers**

If there are tasks within the realm of employed staff or volunteers, VISTA Members cannot take on those tasks.

- **Administrative Duties**

VISTA's cannot do administrative duties such as answering phones, coordinating office systems, or facing public inquiries, etc.

- **Direct Service**

i.e. VISTA's provide indirect service such as assisting with funding, curriculum development, training for a tutoring program and cannot provide direct service such as being a tutor within that program

- **Prohibited Activities**

- **Education & Employment Restriction**

16 hours of outside employment

8 credits for school

VISTA Member Benefits

VISTA Member Benefits

- VISTA's receive a bi-weekly stipend
 - \$791.70 (for Members serving in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
 - \$675.08 (for Members serving in all other counties in Oregon)
- AmeriCorps VISTA Member Benefits:
 - Education award of \$6,495 or cash stipend of \$1,800 upon successful completion of service
 - Relocation allowance of \$750 and mileage - based reimbursement if moving more than 50 miles to serve
 - \$150 professional development fund provided by the site *along with any other site-specific benefits*

VISTA Member Benefits

- Health benefits through the federal program
- Loan forbearance and interest accrual payment on qualified student loans
- Child care (if eligible)
- Federal jobs non-competitive eligibility for one year after service



AmeriCorps

Social Services and Additional Benefits

- [SNAP](#)
- [Trimet Honored Citizen Pass](#) (lasts for 2 years!)
- [OHP](#) or [CNCS Health Benefits](#)
- [Child Care Benefits](#)
- [Forbearance for Federal Loans](#)
- **Site Specific Benefits** - With inflation, please consider providing further supplemental benefits to the Member at your site like a grocery gift card, paying for wifi or electricity, housing, etc.
 - **Reminder:* Money cannot be paid directly to the VISTA*

VISTA Member Logistics

VADs

- VISTA Assignment Description
 - This lays out the program year and goals
- Please review the Member's VAD with them the first week
 - There is also a template on the [Site Supervisor Resource page](#) for an outline of your first 1:1 with the Member.

VISTA Assignment Description (VAD) Template

Title: Summer VISTA Program Leader
Sponsoring Organization: Project Name: Project Number: Project Period: mm/dd/yyyy – mm/dd/yyyy
Site Name (if applicable):
Focus Area(s) Primary: capacity building Secondary: education
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

VISTA Assignment Objectives and Member Activities

Goal of the Project: The goal of the Campus Compact of Oregon Summer VISTA Program Leader is to increase the social emotional, educational outcomes for Black, Indigenous, Youth of Color, low income, and immigrant and refugee youth. The leader will support 6 Summer VISTA Associates through an 8 week long program and develop programming/training/curriculum over the duration of summer.

Objective of the Assignment (mm/dd/yyyy – mm/dd/yyyy)

Help orient the team to their new roles and the anti-poverty project focus. Begin working collaboratively with the other Campus Compact staff and VISTA Leaders to learn about Campus Compact, Summer VISTA, and the Summer VISTA Partner sites.

Member Activities:

1. Join VISTA team meetings, VISTA working meetings, 1:1 with Program Director, and
2. Research past summer vista materials, research the current Summer VISTA sites i.e. mission, vision, and programming

Requirements

- [Program Calendar](#)
- [Teleservice Policy Document](#)
 - Due the **first 2 weeks of service**
 - Send the document to the VISTA team, either a Leader or the Manager, so that we can have it on file for CNCS.
- [Member Development Plans](#)
 - Work plan creation (Work Plan Development)
- Site Visits
 - Initial Check-in in first few months of service (w/ Member only)
 - [Mid-year Site Visit](#)
- [VISTA Performance Evaluation](#) - due in last month of service

Requirements (cont.)

- [Quarterly Reports](#)
 - Members submit four Quarterly Reports during their term of service
 - Supervisors need to review and approve before Member submits
- \$150 professional development fund
 - along with any other site-specific benefits stated in the position description.
- Supervisors provide weekly check-ins with Members
- Program Documents
 - Members have their own Google Folder for their documents

Requirements: IST

- In-Service-Training (IST) - Members, *Virtual*
 - Members are required to attend 3 within their service year
 - Professional development - Workshops / Facilitations led by community members, program team time, reflection groups, community building activities
 - Tentative Schedule:
 - Nov. 16 - 18, 2022
 - Mar 22 - 24, 2023
 - Jul. 26 - 28, 2023

Requirements: Timesheets

Access Timesheets here: <https://or.oncorpsreports.com/>

- Submit biweekly to OnCorps Timesheets
- Refer to program calendar for specific due dates:
 - 15th and last business day of every month
- Please approve timesheets after the member submits.
- You will each receive an email with updated login information for the 2022-2023 program year by the end of the week.
 - If you currently have a Member in 2021-2022, this does not change how you currently login and approve their timesheets

Requirements: Timesheets Login

Log in to your account

Please select your program year:

2022-2023 ▼

The Default Selected Program Year is now 2021-2022. Please be sure to select the correct program year to log into!

Submit

Contact help@oncorpsreports.com for the quickest response if you need technical support or training. Use our built-in help ticketing system if you can log in, so we can better troubleshoot your issue, or call our customer service line at (612) 568-8627.

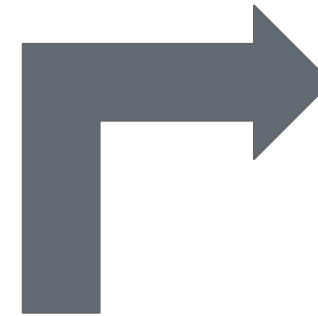
Customer Support and Trainings

To schedule a demo or custom training, or to access existing webinars and videos, please contact our support desk via a help ticket, or [email us](#) if you do not



Campus Compact of Oregon VISTA - Summer

[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)



Login to OnCorps Reports

OnCorps Reports™

On task. On time. Online.

You are logging into:
2020-2021 Campus Compact of Oregon
VISTA - Summer
[change](#)

AmeriCorps Member or VISTA
Username:

Password:

Login

Forgot your password?

Enter your e-mail address below and your login name and password will be e-mailed to you. It may end up in your spam folder, so check there as well.

Email:

Send

Example Timesheet

Campus Compact of Oregon VISTA

Member	Etsegenet Ayele
Site	Campus Compact of Oregon
Period	05/22/2021 - 06/04/2021

Timesheet Details

Day	Training	Service	Total Hours
	Training/Professional Development	Service Tasks	
Sat May 22	0	0	0
	Description: (no description)		
Sun May 23	0	0	0
	Description: (no description)		
Mon May 24	0	8	8
	Description: I attended VISTA program meeting, recruitment meeting, and office Transition meeting.		
Tue May 25	0	8	8
	Description: I attended VISTA working and Team Tuesday meetings. I also had individual check-ins with Simone and Rahel.		
Wed May 26	0	8	8
	Description: I attended staff meeting and meeting with Outward bound. I also had individual check-ins with Simone, Rahel, and Christine.		
Thu May 27	0	8	8
	Description: I had a check-in with Christine and Keela.		
Fri May 28	0	8	8
	Description: I worked on admin. and prepared for the upcoming week. I had a check-in with Lo and attended a Recruitment Questions Screening meeting.		
Sat May 29	0	0	0
	Description: (no description)		
Sun May 30	0	0	0
	Description: (no description)		
Mon May 31	0	8	8
	Description: I attended office transition meeting and Interview Questions Updating meeting.		
Tue Jun 1	0	8	8
	Description: I attended VISTA working meeting and Team Tuesday meeting.		
Wed Jun 2	0	8	8
	Description: I attended staff meeting and had individual check-ins with Simone, Christine, and David.		
Thu Jun 3	0	8	8
	Description: I had check-ins with Lo and Nick and attended program leader meeting.		
Fri Jun 4	0	8	8
	Description: I attended a VISTA recruitment technical call and prepared for the upcoming week.		
Sub Totals:	0	80	80
Totals:	0	80	80

Time and Leave

- VISTA Project is a Full-Time Schedule for 365 Days
- Members go by CCOR office calendar
 - CCOR Holidays
 - Misc. CCOR Office Closures (snow days, sweltering heat)
- Leave Time
 - 10 Sick Days
 - 10 Personal Use Days
 - Cannot be taken the first month or the last month of service
 - COVID - Separate leave time

Time and Leave: COVID-19

- VISTA members are allowed **14 days emergency leave** if they contract COVID-19 or are exposed to someone who has tested positive and are also unable to teleserve.
- Please check out this [FAQ](#) for more info from CNCS
- Please make sure that members are supported in accessing medical and emotional health services during this time.

Time and Leave: COVID-19

- BIPoC communities have been devastatingly affected. Please be cognizant of the fact that the scope of impacts of COVID-19 is the product of systemic racism.
- Additionally, East Asian people have been stereotyped and scapegoated as the progenitors of COVID-19 as a result of general ignorance and the spreading of misinformation by the media and the former administration.
- COVID-19 is still having devastating effects on the economy and members may be under duress due to the widespread consequences of the financial crisis.
- Please work with CCOR staff and VISTA Leaders to provide wrap-around support for members. Please communicate if any issues arise.

Time and Leave: COVID-19

It is important to acknowledge the racial and cultural dimensions of health services and care.

Please work with AmeriCorps members to develop a personal wellness plan and circle of support.

VISTA Member Support

Member Support

- Bi-Weekly check-in with their Program Leader
- **Required:** Supervisors have 1 hour check-in per week minimum with member
 - This ensures Member is supported, and expectations of project goals are communicated
- Introduce member to the team and larger community
- Inviting member to important meetings with community
- Backwards planning with member
- Member professional development
- Campus Compact provides regular racial equity and training resources to its members and project sites.

Problem Solving

- Follow objective criteria, avoid assumptions, comply with law and policy, and treat situations consistently
- Inform Campus Compact of Oregon about issues ASAP i.e. Program Leader or Program Director
 - Do not take action
 - Document the facts
 - Campus Compact contacts the Corporation State Office for guidance (case by case basis & always with informed consent)
- Formal and Informal Grievance policies are available

Site Supervisor Support

Site Supervisor Support

- Rely on Program Manager and Leaders
 - Available for check-ins
 - Monthly “office hours”
- Ask any and all questions
- [Site Supervisor Resources](#) are available on the Campus Compact of Oregon Website.
- Inclusion in CCOR VISTA Newsletter to stay up to date across the program

Dates to Remember

- Final Day to Offer to Member: **N/A**
- Member Start Date: **August 29th, On-Site August 30th**
- Pre Service Orientation for New Members: **August 29th @ 2:30pm**
- IST: **Fall, November 16 - 18th**
- Teleservice Document: **Due within the first 2 weeks of member service**

Resources

- Initial Onboarding checklist for VISTA Members & Supervisors
- [VISTA Member Handbook](#)
- [VISTA Campus](#)
- All [VISTA Member Resources](#)
- All [Site Supervisor Resources](#)



Thank You! Questions???