

2016 – 2017 VISTA Supervisor Requirements

Recruitment

Campus Compact and host sites will collaborate in the recruitment process. Host sites are expected to begin recruiting for VISTA Members in May 2016. Each site will manage a recruitment campaign specific to their project, including site-specific qualifications. At the same time, Campus Compact will recruit through the national AmeriCorps recruitment portal.

Member Support

Consistently meet with your VISTA for weekly one-on-ones for one hour to support your VISTA's transition to Portland (if moved), transition to a professional setting, provide coaching to develop new skills and ideas, address VISTA Assignment Description (VAD) goals, approve time off and sign timesheets, and address performance problems with constructive feedback. Notify Campus Compact immediately with any disciplinary issues.

VISTA Paperwork & Record Keeping

Your VISTA will have evaluations and various reports throughout the year. You must review and sign off on all timesheets, paperwork, evaluations, etc. These documents are required to ensure sites are having intentional conversations with their VISTA about their role. We also send many to our funders. Campus Compact will let you know as soon as things are due. If you provide your VISTA with housing support, please keep a record of your VISTA's lease and receipts that the VISTA's landlord received your payment.

Orientation & Professional Development

Develop a comprehensive orientation about role, introduction to community partners and staff, and skill building to support member throughout the year. As required by the MOU, you must set aside \$150 for the VISTA's professional development. This should be paid from your organization, directly to the training providers.

Living Support

If you provide assistance for food, housing, and/or transportation, it must be fair (given to all VISTAs you support) and consistent (monthly support). Housing payments must be written directly to the landlord. Food support can be given to the VISTA in the form of a gift card to a grocery store. It is strongly recommended that all sites provide at least a bus pass to their VISTA.

Mileage/Parking Reimbursement

Supervisors are required to cover mileage and parking reimbursement if you require your VISTA to use their own car for the role. It should cover all service related travel, which does not include driving from home to the site.

Supervisor Trainings

1. All new supervisors are required to go through a VISTA Supervisor Training prior to beginning their role. Notify us immediately if a new supervisor is hired.
2. Summer webinar is required to discuss an on-site orientation plan and on-boarding your member.
3. Attend VISTA In-Service Training on December 9 in Turner, OR with your VISTA to discuss racial justice and equity.

Meetings & Site Visits

All host sites are required to actively participate in the project through attendance at meetings, fall check-ins, site visits, and cooperation with Campus Compact staff regarding certifying accuracy and completeness of data.

VISTA Recognition

VISTA and AmeriCorps aren't well known. In order to ensure the longevity of our program, we required that each site promote VISTA in your office (posters, fliers, etc.), on the VISTA's business cards, publicly when sharing their work, in the news (send out press releases about their work), and in their email signature.