



VCM*VISTA Supervisor Orientation

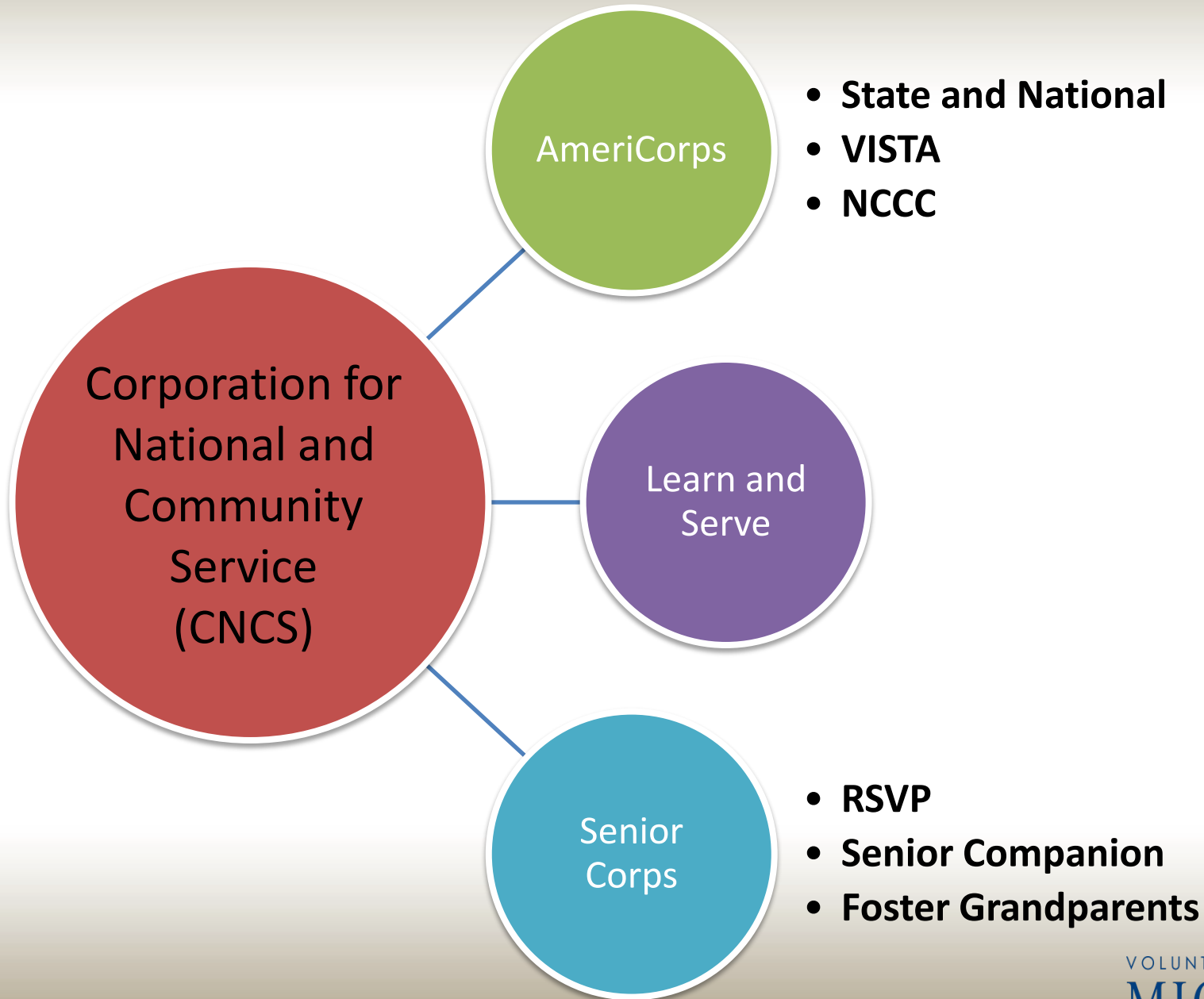
Rachel Klegon

And

Sandra Miller

Welcome

- Introductions
- Purpose of Training
 - Clarify VISTA Role in Your Organization
 - Clarify Supervisor Responsibilities
 - Provide Resources



Corporation for National & Community Service

National Office (D.C.)



CNCS State office

Detroit Office, Program Director: Evan Albert



Project

Volunteer Centers of Michigan, Lansing

Rachel Klegon-Program Manager



Host Sites

Community Volunteer Centers

VISTA Supervisors

VISTA Principles The Driving Force

Anti Poverty

The purpose of VISTA is to support efforts **to fight poverty**. Any nonprofit organization, educational institution, or tribal or public agency that has a program explicitly designed to alleviate poverty may become a VISTA project sponsor. The project's goal should address helping bring individuals and communities out of poverty, rather than on making poverty more tolerable. The project should strengthen long term solutions, not merely provide short term services.

Community Empowerment

Sponsors must ensure the involvement of community residents in planning, developing, and implementing the VISTA project. The project must be responsive and relevant to the lives of the community residents, and should tap into existing community strengths and resources.

Capacity Building

VISTA achieves its mission by assigning VISTAs to organizations to **expand the ability** of those organizations to fight poverty. Rather than providing services to low income individuals and communities, VISTAs strengthen and support organizations by building infrastructure, expanding community partnerships, securing long term resources, and numerous other activities that strengthen antipoverty efforts.

Sustainable Solutions

VISTAs are a **short term** resource to help sponsoring organizations address a new or existing program area related to their mission. VISTAs are assigned to help build an organization to implement its antipoverty program on its own after a period (typically three to five years). Organizations should develop a long term sustainability plan beginning in year one of the project's existence, showing the eventual phase out of the VISTA resource.

VCM*VISTA Goals

1. Promote and document effective partnerships between Volunteer Centers and community organizations in order to build public awareness of the needs of those in poverty in Michigan communities and the responsibility of all to address these needs and encourage increased involvement in the civic life of the community including increasing volunteerism to disadvantaged youth and community members, including engaging boomer generations.
2. Provide leadership for and coordinate community service initiatives to connect community members with organizations that address the needs of those in poverty in Michigan communities.
3. Create and sustain effective partnerships between Volunteer Centers and community organizations that address the needs of those in poverty in Michigan communities, with special emphasis on those impacting children and youth who are disadvantaged.

Supervisor's roles and responsibilities

- Know the VISTA terms, Conditions and Benefits—Maintain Records
- Evaluation
- Task Coordination & Management
- Education of Community & Staff
 - Clarify VISTA Role
- Insure Adequate Resources
- Develop VAD—Review, Revise, Utilize
- Provide regular supervision, guidance and feedback to the VISTA member.
- Make sure the VISTA stays on track with his/her assigned work plan.
- Provide regular feedback to the grant Program Manager
 - Quarterly Reports
 - Supervisor Meetings & Conference Calls
- Maintain oversight for the overall sustainability of the VISTA's activities and projects.
- Encourage & Provide Opportunities for the VISTA's Personal and Professional Growth

Involve Program Manager If. . .

- Getting close to using sick vacation days up (10 allowed for each)
- Leave taken without approval
- Behavioral problems after receiving written or verbal warnings
- Change in VAD
- Change in address of VISTA or project site
- Change in supervisor

What if the placement isn't working out?

- Supervisor issues
- VISTA Issues



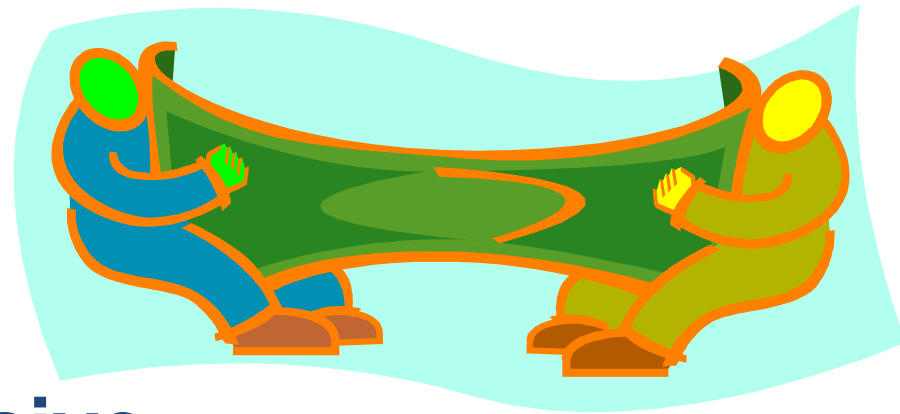
VISTA Finances

- CNCS Benefits
 - Living Allowance
 - Relocation
 - Health Benefits
 - Child Care (for VISTAs that qualify)
 - Mileage Reimbursement (CNCS/VCM required events)
 - Professional Development/IST
 - Emergency Funds

VISTA Finances continued

- Housing
- Pre-existing Health Conditions
- Transportation
- Travel/Mileage
- Student Loans
- Additional Training

Be aware and responsive



VISTA: am I an employee or a volunteer?

- One of the challenges of having VISTAs is ensuring that everyone who interacts with them understands they are with your organization for a very **specific purpose** and not as “general help.”
- VISTAs are subject to the same or similar working conditions as their colleagues and should not be exempted from following the rules of conduct that everyone else has to follow.
- Your **role as supervisor** is to support the integration of VISTAs into your organization and the community, while at the same time giving appropriate feedback to them on their service performance and appropriate community involvement.
- **Need to have a very quick learning curve, more of a sense of urgency, need to leave their legacy. Need praise, they are not getting rewarded with grades or money-need recognition**

Sustainability

- **Legacy binder** <http://mivolunteers.org/VCMvista.asp>
- **Transitioning**
 - from Year 1 to Year 2 to Year 3
- **Ultimate Goal: Community Empowerment**

Onsite Orientation

Set aside first couple weeks for orientation

- Creating a workspace
- Welcome to the community
- Press release, overall picture
- Set up a weekly meeting
- Meet key people
- Orientation to community and office
 - Need a Plan

On Site Orientation

- Further resources can be found at <http://mivolunteers.org/VCMvista.asp>
 - On site orientation sample
 - On site orientation check list
 - Resources for your first month

Training

- Pre Service Orientation, CNCS
- On site Orientation, Volunteer Center
- Three month training, CNCS
- In Service Training, CNCS
- VCM Retreat, VCM
- SuperConference, VCM
- Ongoing professional development

Reporting

- Quarterly reports
<http://mivolunteers.org/vistareports.asp>
- Send regular accomplishments and stories
 - MNA Blog
 - MNA storybank, http://www.mnaonline.org/mnalinks_spotlight.asp
 - CNCS monthly reports to DC
 - VCM website
 - Share best practices

Report Addendums

- Community Partner Survey
- Volunteer Survey, create your own through survey monkey
 - <http://mivolunteers.org/VCMvista.asp>

Monitoring

- Site visits, how to prepare for and what to expect during your site visit from VCM
<http://mivolunteers.org/VCMvista.asp>
- Return phone calls in a timely manner

TUTORIALS & TRAINING

- www.nationalservice.gov
- www.nationalservicesources.org
- <http://mivolunteers.org/VCMvista.asp>

VISTA Member Forms

- <http://my.americorps.gov>

RESOURCES

- VISTA member handbook,
<http://www.nationalservice.gov/help/vistahandbook/chapter1.html>
- VISTA Campus,
<http://vistacampus.org/login/index.php>
- Rachel Klegon,
rklegon@micampuscompact.org
- Sandra Miller, vcmvista@mivolunteers.org