

MINIMUM RESPONSIBILITIES for VISTA SITE SUPERVISORS

1. Overall direction and support of the VISTA member.
 2. Provide office space, phone, and supplies needed by your VISTA.
 3. Clarify with the VISTAs their role with your agency.
 4. Provide on-the-job orientation for your VISTA member.
 5. Schedule regular meetings for check-in and guidance with your VISTA.
 6. Provide your VISTA with transportation as needed for your position, or reimbursement for use of their private vehicle for work-related activities.
 7. Provide support to your VISTA in order to acclimate him/her to your agency and the community. Such support includes:
 - Copy of the work plan and discussion of project tasks/expectations/timelines.
 - Making your VISTAs known to other office staff by both position and volunteer assignment.
 - Identification of potential community resources which can be of use by your VISTA (such as low or no-cost items or events).
 - Introduction to your agency community as well as the community at large.
- Assure your familiarity with:
- the VISTA Handbook and the Memorandum of Understanding.
 - the project work plan (goals and objectives) and volunteer assignment.
8. Attend and participate in the Site Supervisor training provided by the Corporation.
 9. Participate in the mandatory quarterly Site Supervisor meetings with RCAA VISTA staff.
 10. Participate in the interview and selection process, adhering to the VISTA legal requirements, to select VISTA members with the skills, abilities, and suitability for your agency's position.
 11. Submit required documents to the RCAA VISTA staff in a timely manner. These include the quarterly progress reports, potential VISTA member applications, and the renewal project application.
 12. Report any change of status for your VISTA **immediately** to the RCAA VISTA staff, changes such as early termination, arrests, unannounced absences, hospitalization, or any other unplanned absences.
 13. Make end-of-year recommendations for your VISTA volunteer: scheduled termination, extension, or re-enrollment.
 14. Be responsible to conduct the handicap accessibility certification, if applicable.
 15. Meet with Corporation state program officials during monitoring visits.

Site Supervisor Signature _____ Date _____

Agency _____

