



# Toward a Sustainable Kentucky (TASK) VISTA Site Supervisor Checklist

## Getting Started with TASK

- Review TASK VISTA Project Application materials and contact staff member with questions.
- Participate in one of the scheduled site supervisor training webinars.
- Review the [VISTA member handbook](#) and [VISTA supervisor manual](#) on [www.vistacampus.gov](http://www.vistacampus.gov).
- Review the topics covered in VISTA member and supervisor handbook, and plan to re-visit the documents throughout service.

## Recruitment & Onboarding of VISTA

- Create a recruitment plan and advertise the VISTA position in your community and through your organizational media (i.e., website, social media, networks, etc.).
- Promptly review all candidates' application material and schedule interviews! (Helpful Hint: Contact candidates within 48 hours of receiving information and set up interviews ASAP. AmeriCorps VISTA candidates won't stick around; they will be recruited for other positions. Move fast!)
- Communicate with TASK staff as soon as you have a top candidate selected.
- Review the On-Site Orientation & Training checklist (OSOT); Complete with your VISTA member and return within one month of their start day of service.
- Review and sign the required Memorandum of Agreement (MOA).

## Service Year Expectations

- Submit report data and survey responses according to announced deadlines.
- Provide ongoing support and supervision for your VISTA member, including weekly or bi-weekly meetings.
- Contact the TASK staff with any questions, concerns, or training requests.
- Monitor VISTA member service hours (35 – 40 hours/week) and track sick days (10) and personal days (10).
- Participate in any TASK VISTA training events announced via email communication.

## Acknowledgements

- As TASK VISTA site supervisor, I certify that I received orientation, training, and technical support from the program staff at Kentucky Campus Compact via phone calls, email communication, and/or webinar.

Site Supervisor Signature	Organization Name	Date
TASK Staff Signature	Kentucky Campus Compact	Date