

CTC*VISTA

Roles and Responsibilities

June 2007

Congress

Corporation for National and Community Service

(CNCS or The Corporation)

AmeriCorps*VISTA

Massachusetts VISTA Office

(Sherry McClintock and Lora Grady)

- Sets general VISTA guidelines
- Administers Education Award or End-of-Service Stipend
- Provides health benefits and life insurance options

Provides 50 VISTA "slots" •
Funds to stipend VISTAs •

- Reapplies every year
- Reports on VISTAs, Host Organizations and Projects

UMass Boston
houses

CTC VISTA PROJECT

Submits proposal •
Creates VISTA Work Plan •
Pays CTC VISTA Project Fee •
(A fraction of yearly VISTA stipend)
Reports on Work Plan progress •

- Assists in recruitment
- Provides living stipend
(Paid bi-weekly)
- Coordinates reporting of Project and VISTA activities

Host Organization
(CTC or other Community Organization)

Day-to-day supervision •
Ensures goals and guidelines are met •
Transportation Pass •
(optional) Housing assistance •
(paid directly to landlord or 3rd party)

Housed at UMass or
other Host Organization

VISTA Leader

- Provides personal assistance to VISTAs
- Collects and distributes helpful resources
- Coordinates collaboration between VISTAs
- Ensures VISTA reporting is completed

VISTA Member

(Committed to a year of service)

responsibilities in regard to...

AmeriCorps*VISTA

Adheres to Terms and Conditions of service (No outside income, no lobbying, etc.)

Host Organization

- Accomplishes daily tasks and meets Work Plan goals
- Completes organizational requirements and reporting (Attendance, timesheets, etc.)

CTC VISTA Project

- Regularly communicates with VISTA Leader
- Participates in collaborative projects
- Completes required reporting