

CTC VISTA Project

VISTA Supervisor's Agreement

Who should be the Supervisor?

Every VISTA member is required to have a Supervisor. We define a supervisor as the person that **works with the VISTA member on a day-to-day basis and is best able to report on the status and progress of the VISTA member.** While we understand that nonprofit organizations have flattened or non-hierarchical structures, the CTC VISTA Project believes that that VISTA members should have **One Primary Supervisor** that is able to coordinate with other staff and delegate tasks as needed to their VISTA member—this ensures that the VISTA member's activities are both appropriate and effective.

Supervisor's Initials _____ Please initial below to show your agreement to the following rules and responsibilities.

_____ **Role of VISTA Member and Organization and Supervisor Responsibilities:** I have a strong understanding of the Project Application and VISTA Assignment Description. I have read and understand the Supervisor Manual. I agree to the commitments and responsibilities outlined in them. I also understand that my VISTA member may have additional responsibilities to communicate and collaborate with the CTC VISTA Project and other VISTA members and will encourage my VISTA member to fulfill these responsibilities.

_____ **Regular In-Person Communication and Support:** I agree to meet with my VISTA member weekly and as necessary; providing assistance, encouragement and feedback as needed. I understand that VISTA members *should not telecommute*. Additionally I will mobilize organizational resources to assist the VISTA member in the completion of their tasks.

_____ **Completion of Project and Approved Activities:** I agree to assign tasks and activates to the VISTA member in accordance with the VISTA Assignment Description. I also understand that VISTAs must:

- **Not teach or instruct youth or program participants.**
- **Not be responsible for supervising youth or overseeing a space,** e.g. "watching the lab"
- **Not perform administrative or operational duties.** This includes clerical or secretarial duties not related directly to the VISTA member's project. E.g. "manning the desk", "watching the phones", "running payroll"
- **Not perform ongoing tech support** outside of initial infrastructure build-outs.

_____ **More Prohibited Activities:** VISTA members must under no circumstances: perform electoral activities; voter registration; transport voters to voting polls; attempt to influence specific legislation; assist with labor or anti-labor organizing or activities; or perform activities that would result in the displacement of employees or impair existing contracts for service.

_____ **Reporting and Communication with the CTC VISTA Project:** I will respond in a timely manner to inquiries from the CTC VISTA Project and will complete all required reporting, including: Monthly Status Reports, a Six Month Report, and End-of-Year Final Report

_____ **Significant Issues and Termination:** I understand that my organization cannot terminate VISTA members directly and should be in communication with the CTC VISTA Project in the event of any significant issues that may jeopardize the project or the VISTA member's service.

_____ **Change of Supervision:** In the event I leave the organization or no longer am able to supervise the VISTA member, **I agree** to contact the CTC VISTA Project and inform them of who the VISTA member's new supervisor will be and have that individual complete and return this form.

VISTA Member's Name _____ Date _____

Supervisor's Name _____

Email _____ Phone (_____) _____