OHA AmeriCorps VISTA
Host Site Supervisor Responsibilities

Purpose: To outline the responsibilities of the Host Site and Supervisor in hosting an OHA AmeriCorps VISTA Member, ensuring compliance with AmeriCorps regulations, and supporting the Member's professional growth while advancing the mission of ending poverty through capacity building projects.

1. **Follow the AmeriCorps VISTA Supervisor Handbook and the AmeriCorps VISTA Member Handbook throughout the VISTA year.**
2. **Orient and onboard the AmeriCorps member:**
    a. **Develop and implement required onboarding:**
        i. **On-site Orientation and Training (OSOT)** plan.
        ii. **Workplan** during the first month of service.
    b. Ensure administrative support (space, supplies, equipment, wifi)
        i. Note: members should not be asked to use their personal computers or phones for service related activity.
3. **Supervise, mentor, and coach the AmeriCorps VISTA Member:**
    a. **Provide project supervision**
        i. Monitor for progress of VAD and Workplan.
        ii. Host weekly project progress check-ins with the member.
            1. Resource: Weekly check-in recommendations
        iii. Provide resources and guidance in working with the community.
    b. **Provide mentorship, coaching, and rewarding development opportunities**
        i. Provide ongoing coaching, mentorship, and professional guidance to the Member, fostering both personal and professional growth.
        ii. Support the member to prepare for offboarding and close of service – consider what is next for them and how you can help
4. **Monitor and track service hours**
    a. Track and ensure accurate reporting of member service hours submitted to OHA in monthly report.
        i. OHA AmeriCorps VISTA Leave Policy Summary
        ii. Optional resource for tracking leave: OHA AmeriCorps VISTA Leave Tracker
5. **Ensure compliance with AmeriCorps policies and prohibited activities**
    a. Consistently apply VISTA policies, project policies, and site policies. Direct any questions about VISTA policies and project policies to the project director.
    b. Ensure the Member's service hours do not include prohibited activities listed in the 'Limitation on Member Activities and Duties' section of the **AmeriCorps VISTA Member Handbook.**
6. **Ensure submission of monthly reports**
    a. Review the Member's monthly report before they submit it to the VISTA Leadership Team. The submission is due on the second Friday of every month.

b. Provide data about the accomplishments of the Member, as requested, for meeting AmeriCorps performance measurement requirements.

7. **Communicate changes to OHA**
   a. Communicate any changes to the position description or VAD to the OHA AmeriCorps Program Director.
      i. Changes to the VAD must be approved by federal AmeriCorps Leadership and the OHA AmeriCorps Project Director.
   b. Communicate any Host Site changes that impact the member such as supervisor turnover, host site address change, remote status change, challenges, emergency, etc.
8. **Participate in OHA Check-ins**
   a. OHA facilitates check-ins twice during the service year with the VISTA supervisor, VISTA member, VISTA Leader, and the OHA AmeriCorps VISTA project director.
      i. 2-month virtual meeting (2 hours)
      ii. 6-month in-person site visit (3 hours)
9. **Support AmeriCorps affinity**
   a. Support the Member's participation in activities as part of the AmeriCorps national service network, which may include occasional trainings, conferences, or service days.