



# PRC VISTA Roles



The following is designed to aid the VISTA during their service year, in terms of roles and a referral process for any and all questions, and also to ensure a clear understanding of expectations and foster a positive experience.

## **VISTA:**

As a VISTA volunteer, it is your responsibility to adhere to the organizational structure outlined below. You are required to attend trainings, complete four (4) quarterly reports over the course of your VISTA year, and to follow the PRC work plan, and VISTA rules and regulations, as outlined in the VISTA handbook and trainings.

## **VISTA Site Supervisor:**

This Site Supervisor oversees the daily supervision of the VISTA and is expected to provide an on-site orientation, a clearly defined site work plan, in terms of general objectives, goals and their incorporation of the PRC work plan, and the actual logistics of the VISTA work hours and vacation time. **This person is the first individual to whom a VISTA should direct all questions regarding any of the above matters.**

## **VISTA Leader:**

The VISTA Leader aids in the larger details of the VISTA's service year, and is available to answer any and all questions regarding AmeriCorps\*VISTA training logistics, travel reimbursement, the quarterly reporting process, conduct site-visits, assist with PRC trainings, and to provide technical assistance and problem-solving solutions. The VISTA Leader also is responsible for all recruiting efforts, both at the local and national level, when seeking potential VISTA members. The VISTA Leader acts a liaison between the VISTA and the Site Supervisor, serving as an intermediary if any conflict should arise. **This person is the first point-of-contact to whom a VISTA should direct all questions regarding any of the aforementioned matters.**

## **VISTA Project Supervisor:**

The Project Supervisor is responsible for overseeing the entire PRC VISTA project, which includes payroll, the federal grant application process, PRC trainings, manages/oversees all VISTA Leader activities, and serves as a liaison between the project and the Corporation for National and Community Service. **If all else fails in your efforts to receive help through the VISTA Leader, then it would be appropriate at that time to contact the Project Supervisor.**

## **Prevention Resource Center Director: Vicki Turner**

The Director serves on the ICC board that governs PRC project goals, coordinates efforts with the Director of the Department of Public Health & Human Services, assists with the development and publication of the *Prevention Connection*, and oversees the daily activities of the Prevention Resource Center. **If all of your efforts to receive help through the VISTA Leader and VISTA Project Supervisor fail, then it would be appropriate to contact the PRC Director.**