

## Things to Review with VISTA Interview Candidates

- Give background on VISTA and CCNYPA's cohort model
- Yearlong, full-time service commitment
- Discuss the specific hours of employment and whether evening and/or weekend work is expected
- Explain living allowance. Give amount and explain that it is taxable
- Explain that they're eligible for an Education Award or cash stipend upon the completion of their service year
- They might be eligible for a relocation allowance which can be used for moving expenses and security deposit on an apartment
- They can check with their loan provider about Federal student loan deferment and interest on loans paid while serving
- Childcare reimbursement (if eligible)
- All members must go through federal background check (includes finger printing)
- CCNYPA's 4-day Welcome Week (July 27<sup>th</sup> – July 30<sup>th</sup>, 2020) must be attended after On-Site Orientation
- 3 retreats with CCNYPA\*VISTA cohort throughout the year
- Focus on program development and capacity building (not direct service)
- Copy of VISTA Assignment Description (VAD)
- Public assistance benefits should not be affected by VISTA living allowance

**Host Sites will not have the opportunity to replace VISTA candidates who "back out" of their commitment after the recruitment deadline**

## **Things to Review with the Selected VISTA Candidate**

**Confirm that the candidate is committed to the VISTA position and is not considering other options (employment/service/school). Host-sites will not have the opportunity to replace VISTA candidates who "back out" of their commitment after the recruitment deadline.**

### **VISTA is a full-time commitment**

During a VISTA term, a member is not allowed to hold another job or attend school without approval from host site supervisor and CCNYPA Program Manager(s). Outside employment cannot be at an organization that has a legal or other formal relationship with the organization/project sponsor where the VISTA is serving. This policy of the Corporation for National and Community Service (CNCS) applies to all VISTA members.

### **VISTA is a one-year commitment**

To receive the end of term educational award or cash stipend, a VISTA must complete their full year of service. If the candidate anticipates that anything might prevent them from completing 12 months of service, those issues should be discussed with the VISTA Supervisor and Program Manager(s) prior to enrollment. Explain that they're eligible for an Education Award upon completion of service, which can be used for future tuition or to repay student loans OR a cash stipend at the end of service.

### **Virtual Member Orientation**

VISTAs must participate in Virtual Member Orientation prior to being sworn in as a VISTA. VISTAs term of service begins the first day at their host-site (July 20, 2020) where the Host-Site Supervisor must witness them signing the VISTA oath.

### **CCNYPA Welcome Week**

After On-Site Orientation occurs, VISTA must attend a 4-day CCNYPA-sponsored Welcome Week. Expenses to/from Welcome Week, accommodations, and meals are covered by CCNYPA.

### **How VISTAs get paid**

VISTA candidates will complete a form to set-up their direct deposit prior to the start of their service. VISTAs will be paid through Campus Compact of New York and Pennsylvania.

### **VISTA Trainings**

CCNYPA sponsors three VISTA retreats throughout the year, in the Fall, Spring, and Summer. Trainings generally begin early Tuesday afternoon and end Thursday afternoon. Each VISTA member is expected to attend all trainings in their entirety. Trainings will be held at various locations around Pennsylvania and New York and will require overnight stays. Again, expenses to/from retreats, accommodations, and meals are covered. CCNYPA will also have opportunities for webinars and conference calls throughout the course of the year to provide additional professional development opportunities.

### **Nature of the Work:**

The VISTA's responsibility throughout the year will be to implement the VISTA Assignment Description (VAD) with a focus on capacity building and sustainability. They can serve as a coordinator and trainer, but not a direct service provider. They are not there to implement administrative or clerical work or to take on duties that would more appropriately be done by a paid staff member.

### **VISTA Resources:**

Experiencing challenges, frustrations and setbacks is normal for a VISTA during their year of service. The VISTA Supervisor, Program Manager(s), VISTA Leader, and fellow VISTA members are available to provide support, advice and encouragement. Utilizing these resources will help to ensure a positive VISTA experience.