

MAINTAINING HEALTHY HOST-SITE RELATIONS

- 1** Ask questions.
- 2** Be patient and understand that getting to know the ins and outs of the organization; the flow of the office, job positions, obstacles, etc. will come with listening, observing, and talking to staff, and it may take some time.
- 3** Set up meetings to discover the roles of the people you will be working with and clarify your own. Meet everybody at the host site and maintain positive relationships. You are part of that office as much as you are part of the organization that received the AmeriCorps grant. Join in staff meetings and provide input if its encouraged.
- 4** Schedule supervisor meetings as often as you need them; may it be weekly at first or monthly, or before the start of the seasons. Keep good relationships with your supervisors and keep open lines of communication. They are your connection to your host site and they should be your go to person for questions or ideas. If they are gone at any point make sure there is a back up or another person you can keep up to date so that the site knows what's happening with your organization.
- 5** Schedule on-the-ground visits, immediately. See the people you will be impacting.
- 6** Volunteer if you can. Understand that your organization is only part of how AmeriCorps and other organizations are helping their communities. See how you are part of the big picture of alleviating poverty.
- 7** Learn how the previous VISTA fit in or how you can best work with the existing VISTA.
- 8** Let your host site understand how they fit into your job. Let them know what you will be doing if you are working with other organizations as well. Give them priority if possible and invite them to as many meetings that are pertinent to their work as possible. Let them see the work you are doing for their organization.