



the university of wisconsin-green bay

3237 WILLOW STREET • GREEN BAY, WISCONSIN 54301

11574

• Assistant Chancellor for Extension

June 30, 1969

Mr. Arnold Panitch  
Senior Field Analyst  
VISTA  
Great Lakes Region  
623 South Wabash Avenue  
Chicago, Illinois 60605

Dear Mr. Panitch:

Attached for you are the job descriptions for the two local supervisors for our VISTA project. The one for Oneida is nearly identical with the one for Menominee County. The difference is in the number of VISTA's to be supervised.

We are looking forward to your Monday visit. We have meetings set up for Monday night and Tuesday morning. Also, all last minute forms will be completed by that time.

Attached for you are:

- VISTA Form 42F for Oneida Local Supervisor
- VISTA Form 42F for Menominee Local Supervisor
- Memo to Len Van Ess of University of Wisconsin regarding completion of Civil Rights Act Forms

Sincerely yours,

Raymond D. Vlasin  
Assistant Chancellor for Extension  
University Extension and  
The University of Wisconsin-Green Bay

RDV/mel

Attachments

cc: Mr. Charles Henderson  
Chancellor Edward W. Weidner  
Director Len Van Ess  
✓ Director E. Nelson Swinerton

# VISTA VOLUNTEER SUPERVISOR'S BACKGROUND AND QUALIFICATION STATEMENT

(FOR VISTA OFFICE USE ONLY)

Budget Bureau No. 116-R028.1  
Approval expires December 31, 1966

**INSTRUCTIONS**—Complete one of these forms for each member of your staff who will be supervising volunteers directly or coordinating the work of volunteers at the project. If staff members have not yet been selected, complete only those items marked with an asterisk (\*) to describe the qualifications required and the criteria used for consideration of candidates. As soon as supervisors or coordinators are selected to fill vacancies, submit a VISTA Form 42f for each of them.

1. NAME*—(If vacant write "VACANT")  <p style="text-align: center;">VACANT</p>	2. SEX* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE either	3. AGE	4. TITLE* Local Supervisor VISTA Project with Menominee County
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**5. PROFESSIONAL EXPERIENCE**

a. EMPLOYER NAME AND ADDRESS (City and State)	b. POSITION TITLE AND WORK PERFORMED*—(For a vacancy, give the title and duties and responsibilities of the staff supervisory position to be filled)	c. DATE OF EMPLOYMENT	
		From (Mo./Year)	To (Mo./Year)
	Local Supervisor--This supervisor will be responsible for supervising 14 VISTA volunteers. The supervisor will be mature, knowledgeable of community & its opportunities & problems, work effectively with leaders & families of the community, & work effectively with VISTA's. The supervisor will help identify specific project areas within which VISTA volunteers can be most productive & aid the volunteers with necessary contacts & working relations to make their combined effectiveness as great as possible. The supervisor must be able to drive & provide automotive transportation which will be reimbursed. The supervisor will be selected by the local sponsor based upon the above criteria.	July 1969-	June 30, 1970

**6. EDUCATION CURRENTLY ATTAINED** (or required by candidate for staff position)

a. NAME AND LOCATION OF COLLEGE OR UNIVERSITY* (For a vacancy, indicate curriculum and major courses of study required.)	b. DATE ATTENDED		c. CREDITS*	d. DEGREE*	e. YEAR RECEIVED
	FROM	TO			

**7. OTHER RELATED QUALIFICATIONS**

a. HONORS OR AWARDS RECEIVED (List)	b. PUBLICATIONS PUBLISHED IN HIS NAME (List)	c. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS (List)

**8. REMARKS\***—Other notes or comments relating to the current staff member or vacancy to be filled.

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<b>1. NAME*</b> —(If vacant write "VACANT")  <p style="text-align: center;">VACANT</p>	<b>2. SEX*</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE either	<b>3. AGE</b>	<b>4. TITLE*</b> Local Supervisor VISTA Project with Oneida
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**5. PROFESSIONAL EXPERIENCE**

a. EMPLOYER NAME AND ADDRESS (City and State)	b. POSITION TITLE AND WORK PERFORMED*—(For a vacancy, give the title and duties and responsibilities of the staff supervisory position to be filled)	c. DATE OF EMPLOYMENT	
		From (Mo./Year)	To (Mo./Year)
	Local Supervisor--This supervisor will be responsible for supervising 7-8 VISTA volunteers. The supervisor will be mature, knowledgeable of community and its opportunities & problems, work effectively with leaders & families of the community, & work effectively with VISTA's. The supervisor will help identify specific project areas within which VISTA volunteers can be most productive & aid the volunteers with necessary contacts & working relations to make their combined effectiveness as great as possible. The supervisor must be able to drive & provide automotive transportation which will be reimbursed. The supervisor will be selected by the local sponsor based upon the above criteria	July 1969-	June 30, 1970

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**8. REMARKS\***—Other notes or comments relating to the current staff member or vacancy to be filled.