

Quick resource for
supporting and
supervising
JV/AmeriCorps
members

JVC NORTHWEST

SITE SUPERVISOR EXPECTATIONS & GUIDELINES



PRE-SERVICE

- Interview JV applicant(s) to determine Position Description/organization “fit” to reach a Mutual Yes (February- June)
- JVC Northwest Site Supervisor Orientation Webinar (May/June)
- Complete AmeriCorps Supervisor Contract*, Placement Agreement, and Certificate of Liability Insurance (June)



START OF TERM

- Plan and Implement Orientation and Training
 - Agency/Organization Orientation
 - Position Specific Information
 - Assess and train on any specific skills needed (e.g.- de-escalation training, etc.)
- Establish Weekly Check In



THROUGHOUT THE SERVICE TERM

- Weekly One on One Supervision
- Approve Monthly Timesheet via OnCorps*
- Fall Area Visit (late September- early November) & Winter Area Visit (January- early February)
 - Attend Group Site Supervisor Meeting
 - Host Program Coordinator for Site Visit to conduct Site Monitoring (once per year during either Area Visit)
- Initial Placement Assessment (Fall)
- Mid-Year Evaluations (mid-February)*
- Assist JV/AmeriCorps member in identifying and completing Capacity Building Project Performance Measure or Public Health program requirements*
- Participate in JVC Northwest Evaluation efforts as part of AmeriCorps grant*



END OF TERM

- Support JV/AmeriCorps member in documentation of tasks and transition
- Along with JV/AmeriCorps member, complete End Term Evaluation (June or July)*
- Approve Final Timesheet post final day of service (June 30 or July 31)*
- Solicit JV/AmeriCorps member feedback on experience and recommendations for future JV/AmeriCorps members
- Celebrate and Send Off JV/AmeriCorps member



A NOTE ABOUT SUPERVISOR

The supervision and support of a JV/AmeriCorps member is critical, and Partner Agencies agree to designate a Site Supervisor who provides weekly supervision and mentoring throughout the year. Established and consistent supervisory conversations have been shown to be a key factor in ensuring clear expectations and success for JV/AmeriCorps member at their service site.

**For AmeriCorps Positions Only*



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