



Site Supervisor Contract 08-09

The Catholic Network of Volunteer Service AmeriCorps Education Awards Program (CNVS AEAP) is funded through the Corporation for National and Community Service (CNCS). This contract outlines the roles and responsibilities of the Site Supervisor in order to participate in the AmeriCorps Education Awards Program (AEAP). The following are definitions of terms used throughout the contract:

1. **Site-** the volunteer service site/facility or any other sub-site where the AmeriCorps Education Award member is serving. For this contract the site refers specifically to

Name of Service Site:			
City:		State:	

2. **Site Supervisor-** the person who is officially and directly responsible for overseeing the service activities of the members of the CNVS AEAP. For this contract, the Site Supervisor is

Site Supervisor Name:			
Site Supervisor Phone:			
Site Supervisor Email:			

3. **Member-** any CNVS AEAP participant designated to serve at this site under the direction of this site supervisor.
4. **CNVS Volunteer Program-** the participating CNVS AEAP with which the site is making this agreement. Communication regarding members or the CNVS AEAP requirements/procedures should be between the Site Supervisor and the AmeriCorps Program Director (or CNVS AEAP Staff).

For this contract the program refers to

CNVS Volunteer Program Name:			
AmeriCorps Program Director:			

The requirements for Site Supervisors are as follows:

- **Provide Supervision and Rewarding Service Opportunities**

In agreeing to place an AEAP member, the Site Supervisor agrees to provide an opportunity for direct and meaningful service for the member. The activities of the member should allow for personal growth, participating in the direct service work of the site and learning about the community in which the site is located.

The Site Supervisor must provide adequate supervision of the member in order to facilitate the learning and growth described above. An environment should be established that challenges the member to fulfill the four-part mission of AmeriCorps as described in the Site Supervisor Handbook. The Site Supervisor should provide members with the orientation, information, guidance and support necessary to contribute meaningfully to the site and to experience personal and professional growth.

- **Monitor Service Hours and Activities**

One extremely important role of the Site Supervisor is to monitor the number of hours a member has served in order to verify the member's eligibility for the education award. The Site Supervisor, therefore, must approve a record of the members' service hours. The service hours should be recorded by the members on the Monthly Time Logs. **Site Supervisors should approve service hours on a monthly basis (with a signature), make sure they are approving only AmeriCorps-allowable activities, and should submit the logs to the AmeriCorps Program Director** (for a list of prohibited AmeriCorps

activities, please refer to the Site Supervisor Handbook). Site Supervisors should keep copies of the time logs for their files in case of an audit or dispute about member hours. It is important for Site Supervisors to monitor the rate at which members are completing the service hours to ensure they will be able to complete the full-time or part-time requirements within the specified time period.

▪ **Performance Evaluations**

Site Supervisors will conduct two written performance evaluation: a mid-term and an end-of-term performance evaluation is required for all members. Site Supervisors should develop performance criteria that you will use in your evaluation process, and to share these with your member at the beginning of their term of service.

▪ **Assist in Completion of End-of-Service Paperwork**

Members' exit paperwork must be submitted by the Program Director to the CNVS AEAP no later than 15 calendar days after a member's last day of service. Site Supervisors should coordinate with their AmeriCorps Program Directors the timing of any information needed to provide to CNVS AEAP so they can complete the member end-of-service paperwork in a timely manner.

▪ **Review and adhere to the CNVS AEAP guidelines established in the Site Supervisor Handbook.**

The Site Supervisor Handbook contains information which will help Site Supervisors understand CNVS AEAP and their responsibilities towards their AmeriCorps members and the Corporation for National and Community Service. It will also equip them with knowledge and resources so they can answer members' questions and enhance the volunteer service at your site.

▪ **CNVS AEAP Policies**

As a program receiving federal financial benefits, the program and service site agrees to abide by the following policies described in the Site Supervisor Handbook:

- Non-Discrimination and Non-Harassment Policy
- Reasonable Accommodation
- Drug-Free Workplace Policy
- Liability Insurance coverage for the organization, employees and members, including coverage of members engaged in on-and off-site project activities and members driving a motor vehicle for service related activities.

The Site Supervisor and the AmeriCorps Program Director hereby acknowledge by their signatures they have read the Site Supervisor Handbook and understand and agree to all terms and conditions of this agreement.

Service Site Supervisor:

Signature: _____ **Date** _____

AmeriCorps Program Director:

Signature: _____ **Date** _____