

Responsibilities of the AmeriCorps Supervisor
FY 2011

1. Have an understanding of the concept and terminology of the AmeriCorps project.
2. Recruit AmeriCorps members with appropriate skills, who meet all requirements of the position.
3. Attend Pre-Service Orientation (PSO) with the members (new supervisors only).
4. Conduct an on site Orientation for new AmeriCorps members. The orientation should address information on the community, the agency, agency staff, agency programs, and the member's service activities and responsibilities.
5. Introduce the AmeriCorps members to the community through the use of media and letters of introduction.
6. Clarify with members and with other staff, the member's role within the agency.
7. Provide management, technical, and other forms of support, including office space and equipment, supplies and transportation.
8. Identify training needs and develop appropriate pre- and in-service training for AmeriCorps members.
9. Supervise, monitor, and evaluate (on at least a semi-annual basis), the AmeriCorps members and the project.
10. Give recognition to AmeriCorps members and their accomplishments.
11. Hold frequent meetings with members during the project's first quarter and regularly schedule meetings thereafter. These meetings should address client review, problem solving and planning.
12. Submit required documents to WAHRS in a timely manner, including progress reports, member evaluations, and renewal project application information.
13. Provide professional liability and workmen's compensation insurance coverage to members.
14. Schedule AmeriCorps members for hours of service as required.
15. Keep files on members on all member enrollment documentation.
16. Implement time reporting and monitoring systems as needed to ensure accountability.
17. Monitor members for prohibited activities, including lobbying, political, religious, advocacy, legally compromising or unsafe activities.
18. Assist members with record-keeping systems required to complete AmeriCorps data report.
19. Promote member development of organizational and workplace skills.
20. Meet with WAHRS staff during site visits.
21. Consult with WAHRS as needed for technical assistance and problem solving.
22. Report (**in writing**) immediately to WARS any change in the status of members, such as early termination, change in child care eligibility or provider, hospitalization, arrests, and other absences.
23. Provide members with assistance on educational goals and career development throughout the year, with special focus near the end of the term of service..
24. Make recommendations to WAHRS (**in writing**) on disciplinary actions, suspensions, and/or terminations. Terminations may be for just cause or for compelling personal circumstances.