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 (mid-September - early November)
  - Meet with Program Coordinator to conduct Site Monitoring Tool
  - Meet with Program Coordinator and JV/AmeriCorps member to conduct Initial Placement Assessment*
- Winter Area Visit (January - early February)
  - Attend All Site Supervisor Meeting with Program Coordinator
- Mid-Year Evaluations (mid-February)*
- Assist JV/AmeriCorps member in identifying and completing Capacity Building Project Performance Measure*
- 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