



PROJECT AYUDA

Site Supervisor Agreement

Paradise Valley Community College /AmeriCorps Education Awards Program

The *Paradise Valley Community College* /AmeriCorps Education Awards Program (Project Ayuda /AEAP) is funded through the Corporation for National and Community Service (CNCS). This contract outlines the roles and responsibilities of a 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”- your 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 site/facility)

(city and state)

2. “Site Supervisor”- the person who is officially and directly responsible for overseeing the members of the Project Ayuda/AEAP. For this contract, the Site Supervisor is

(name of Site Supervisor)

3. “Member”- any Project Ayuda/AEAP participant designated to serve at your site.
4. “Program”- the participating Project Ayuda/AEAP with whom the site is making this agreement. Communication regarding members or the Project Ayuda/AEAP requirements/procedures should be between the Site Supervisor and the Program Director (or Project Ayuda/AEAP Representative).

For this contract the program refers to _____
(Project Ayuda/AEAP program)

and the Program Director is _____
(name and title)

and the Project Ayuda/AEAP Representative (optional) is _____
(name and title)

The requirements are as follows:

- **Provide Supervision and Rewarding Service Opportunities**

In agreeing to place an AEAP member, the site agrees to provide an opportunity for direct and meaningful service for the member. Members should be able to learn about themselves and the work of your site. The activities of the member should allow for personal growth and learning about the community.

You 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 (see Site Supervisor Orientation packet). You, as the Site Supervisor, should

provide members with the information, orientation, guidance, and support necessary to contribute to your programs 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 member's eligibility for the education award. The Site Supervisor, therefore, must approve a record of service hours and maintain a copy of these records.

The service hours should be recorded by the member on their Weekly Tracking Tool. You should approve service hours on a weekly basis and maintain a record of what you have approved. (It is important for you to monitor the rate at which a member is completing the service hours to insure that s/he will be able to complete the full-time or half-time requirement within the specified time period.) Additionally, you are responsible for signing members' quarterly reports and sending them to the Program Director (or his/her program Representative) by the assigned due date.

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

A member End of Term/Exit Form must be submitted by the Program Director to the Project Ayuda/AEAP headquarters no later than 15 days after a member exits the program or finishes the term of service. **You should coordinate with your Program Director (or his/her program Representative) the timing of any information you need to provide to the Project Ayuda/AEAP headquarters so s/he can complete the member End of Term/Exit form in a timely manner.**

- **Submit the Placement Site Description/Member Position Description form to the Program Director**

You should complete the Placement Site Description/Member Position Description form, which will be provided along with the Site Supervisor Orientation Packet. As mentioned above, a member's responsibilities should provide meaningful service and the opportunity for personal growth. Keep this in mind as you develop the positions of your members. A copy of this form should be shared with the member and your Program Director, and a copy should be maintained in your files. This will be an important reference in evaluating the performance of your member.

- **Review and adhere to the Project Ayuda/AEAP guidelines established in the Site Supervisor Orientation packet.**

The Site Supervisor Orientation packet contains information, which will help you to understand the AEAP and your responsibilities towards your AmeriCorps members and the Corporation for National and Community Service. It will also equip you with knowledge and resources so you can answer your members' questions and enhance the volunteer service at your site.

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

Project Ayuda/AEAP Program Director: _____

Signature: _____ Date _____

Project Ayuda/AEAP Site Supervisor:

Signature: _____ Date _____

Once this contract has been signed by all parties, make a copy for your files, and return it to the Project Ayuda/AEAP headquarters at: Paradise Valley Community College, Office of Service-Learning, 18401 N. 32nd St. Phoenix, AZ 85032