



AmeriCorps Education Awards Program SITE SUPERVISOR REQUIREMENTS

- ❑ Provide Program Director with completed Placement Site Description/Member Position Description Form (to be approved by Paradise Valley Community College and AmeriCorps).
- ❑ Provide Program Director with completed Member Roster By Site Form.
- ❑ Sign each member's contract (service agreement), which establishes a contract for each member's education award.
- ❑ Sign the Site Supervisor Contract (service agreement) and return it to Paradise Valley Community College
- ❑ Sign members' weekly tracking tool and quarterly reports concerning member activities.
- ❑ Keep a member file with members' weekly tracking tools and quarterly reports for each member.
- ❑ Make members aware of all available AmeriCorps state trainings and events, and allow their attendance whenever possible.
- ❑ Become familiar with AmeriCorps through the site supervisor handbook.
- ❑ Be aware of prohibited activities.
- ❑ Oversee and provide feedback for members.
- ❑ Evaluate the Paradise Valley Community College /AmeriCorps program.