



Rural Alaska Community Action Program, Inc.

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Site Supervisor Roles & Responsibilities

Site Supervisors play a vital role in a successful year for the AmeriCorps members and projects/programs in their communities. As part of the selection process each host organization designates a **Site Supervisor** and an **Alternative Site Supervisor** to supervise the AmeriCorps member and to act as a representative of the community in the AmeriCorps program.

The Site Supervisor is responsible for supporting the efforts and the projects of the AmeriCorps Member. AmeriCorps members typically serve **outside** of an 8 to 5 schedule and often away from the host organization's office. The Site Supervisor *should be flexible and understanding* of the position.

The roles and responsibilities of the Site Supervisor include:

- Attend a **Site Supervisor Orientation** by phone.
- Complete and submit the **AmeriCorps Training Form**.
- Complete a **Memorandum of Agreement** between the Host Organization and RurAL CAP.
- Assign/Assure the member has regular **access to office space, phone, computer and fax**;
- **Inform community leaders** (tribal/city council members or others) about the AmeriCorps member's role and activities (i.e. The Member is **not an office staff** who performs regular office administrative duties).

Provide support and guidance to the AmeriCorps member by:

- Having ongoing communications with the AmeriCorps member
- Supporting the AmeriCorps member's projects & activities
- Fielding challenges/conflicts as they arise
- Promoting community volunteerism and participation in support of the AmeriCorps member's projects
- Staying informed and involved with the AmeriCorps member's projects & activities

- **Maintain contact** with the RurAL CAP AmeriCorps Program Coordinator via phone, text, chat or e-mail at least twice a month. Assist with hosting a RurAL CAP site visit during the service year.
- **Review, sign and/or complete** the AmeriCorps member's:

1. Work Plans
2. Semimonthly time sheet
3. Weekly Reflection log
4. Monthly reports
5. Mid-year member evaluation
6. End-of-Year member evaluation