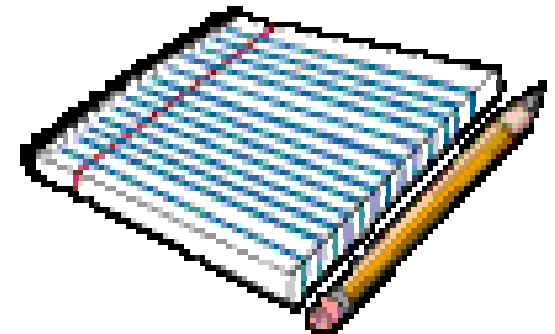


AmeriCorps Site Supervisor Orientation

Facilitated by
Kelly Lupro
CDS



Introduction

- AmeriCorps Program Day-to-Day Operations and Supervision of Members
- Kelly Lupro-CDS, former AmeriCorps Member, MAAC Project AmeriCorps Program Coordinator

Planning & Training Outline

- Program Overview
 - Streams of Service
- Terms and Conditions of Service
- Administrative Review
- Roles and Responsibilities
- Recruitment and Enrollment

Objectives

- Understand AmeriCorps Program and context
- Be an effective Americorps supervisor
- Ensure compliance with policies and procedures
- Understand host site agreement and cash match requirements

Program Overview

- Corporation for National Service
 - SeniorCorps
 - AmeriCorps
 - Learn and Serve
- AmeriCorps
 - VISTA
 - State and National Direct
 - AmeriCorps National Civilian Community Corp
- AmeriCorps
- NCLR/MAAC Project

Program Objectives

- Education
- Workforce Development and Technology
- Community Strengthening
- Member Development

Terms and Conditions

- Eligibility
- What Counts, What Can't
- Member Benefits
- Release from Service

Administration of Program

- AmeriCorps
 - In-Kind
 - Time/Service Logs
 - Member Evaluations
 - Member Training Requirements
- MAAC
 - File Check list
 - Timesheets
 - HR New Hire Paperwork

Roles and Responsibilities

- Operating Site Agreement
 - Host Site
 - Program Coordinator
- Cash Match Guidelines
- Expectations of Members
 - Sample Contract

Recruitment Information

- Sample Flyer
- Review of Recruitment Materials
- Tips on Recruitment
- Recruitment Ideas
- New Member Enrollment
- Exiting Members Policy

Questions? Ideas?

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