

**AMERICORPS SITE SUPERVISOR AGREEMENT OF PARTICIPATION
IN THE
COMMUNITY MEDIATION CORPS AMERICORPS PROGRAM
2009-2010**

Purpose

It is the purpose of this agreement to delineate the terms, conditions, expectations, and rules that site supervisors are required to follow regarding their participation as a sponsor site in the Community Mediation Corps AmeriCorps Program.

Community Mediation Center Site Supervisor understands that he/she will:

Attend CMM Site Supervisor Training every year that they have/or want to have an AmeriCorps member.

Attend CMM Myers Briggs Training with their AmeriCorps member.

Attend the Retreat and Ropes Course at the FLOC outdoor education center in WVA.

Provide member activity description to the Member, and the CMM AmeriCorps Coordinator before placement of Member begins.

Provide on-site orientation for each new AmeriCorps member. The on-site orientation includes an Introduction of not only the member but the capacity building nature of their work to all staff and volunteers.

Support members and communicate with staff and volunteers that Members are to do no more than 20% of their time (1 day a week) providing direct service (mediations, intake.)

Provide in-person supervision of member(s) meeting with them at least 2 days a week. This enables the member to provide CMM with accurate time sheets when due and in turn ensures that the member will receive their pay at the earliest possible date. Site supervisor will be available more often in person or by phone if questions arise.

Provide oral history of program including challenges, nuances, and logistics.

Provide written list of current partnerships.

Provide written list of dream partnerships (if member will be focusing on partnerships.)

As needed, clearly articulate the over arching mission of the center to the member and highlight which areas are theirs specifically to focus on.

Provide clarity, guidance, and support regarding CMM data collection (Don't require them to work on initiatives that CMM is not measuring.)

Provide encouragement, support, and guidance as members gain program development experience. (No clerical duties - members should never replace paid positions.)

Inform CMM AmeriCorps Coordinator as soon as possible if the member is having difficulty accomplishing assigned tasks (see Activities Description), comprehending their role, or fulfilling time requirements.

Site

Site Supervisor Signature

Date