

# RECRUITMENT PATH

With the right planning, you can find quality members to join your site's team and make a difference in the local communities.

**DAYS**



## APPLY & PLAN

Apply to become a Service Site and begin thinking about general position descriptions.

**120**



## MARKET

Develop a site specific position and share the opportunity with contacts, web, social media & attend recruitment events

**90**



## SCREEN & INTERVIEW

Screen applicants, develop an interview pool, interview applicants, and select finalist

**60**



## ONBOARD

Background checks, pre-enrollment paperwork, schedule orientation

**20**



**ArchaeoCorps**



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# Service Site Supervisor Guide

## What are my responsibilities as a site supervisor?

As an ArchaeoCorps AmeriCorps site supervisor, your primary responsibility is overseeing the daily service of ArchaeoCorps members. Under your supervision and leadership, members will serve within your organization to educate the public on cultural preservation and environmental stewardship. You are responsible for connecting tasks and guidance so members can make their best impacts in the community while growing personally and professionally. Read the rest of this playbook for more specific responsibilities.

### 1) TIME COMMITMENT

Host sites dedicate—at minimum—about five hours per member, per week, supervising AmeriCorps members. The time commitment may increase due to training or during the first month of the service term while members are learning and require extra support.

### 2) TRAINING/ORIENTATION

Supervisors need to provide adequate orientation training to new ArchaeoCorps AmeriCorps members so they understand how to fulfill their day-to-day responsibilities. It is best to set clear expectations early. Provide follow-up answers, 1:1 meetings, support and training for members as needed throughout the term.

### 3) TIMESHEETS

Supervisors are responsible for reviewing and approving their ArchaeoCorps AmeriCorps members' time-sheets on OnCorps. Members must submit their timesheets bi-weekly by 5 p.m. on Monday. Supervisors must approve them by the end of the day on Wednesday. The site supervisor approves hours as correct and ensures hours do not include any activities prohibited by AmeriCorps, such as political, religious, or fundraising activities. If an aspect of a timesheet is unclear or raises red flags about a member, contact @ashley@exploreari.org

#### Members cannot serve more than:

- 12 hours per day
- 120 hours in a two week period
- 200 hours in a month

Training hours cannot exceed more than 20% of the total service hours

Training hours include webinars or other training sessions not directly related to service at the host site. Direct service hours include any hours spent serving the community or completing tasks for the service site. It includes all hours other than specific training opportunities.

#### **4) OVERSEEING COMPLIANCE**

Supervisors are expected to understand and help members avoid all non-allowable or prohibited activities during their service hours, such as the examples below.

##### *POLITICAL ACTIVITIES*

- Protests, boycotts, influencing legislation, labor union participation, etc.

##### *RELIGIOUS ACTIVITIES*

- Religious instruction/worship, services that require religious participation, etc.

##### *FUNDRAISING*

- Raising money for the site, handling money, writing grant applications, etc.

##### *NONDISPLACEMENT*

- Tasks that will displace the need for a staff member or volunteer

#### **5) COMMUNICATION**

Supervisors are required to regularly communicate about member performance issues, such as tardiness, unprofessional language, absences or violation of service site policies. The following items require immediate written communication to the ArchaeoCorps AmeriCorps Program Manager Ashley @ ashley@exploreari.org

##### **REPORT WITHIN 24 HOURS**

Any injury, AmeriCorps prohibited activity, grievance requests or behavioral issues that require dismissal, such as arrests, harassment or unauthorized absences

##### **REPORT WITHIN TWO BUSINESS DAYS**

Any behavior issues that require disciplinary action, requests to exit or any changes in members' service activities.

#### **6) REPORTING**

##### **Narrative Report:**

AmeriCorps service sites must submit a narrative report each month with a brief overview of successful impacts in the community. Either members or supervisors can write and submit the narratives, but it is the supervisor's responsibility to ensure it is completed.

##### **Data Report:**

Connect with the ArchaeoCorps Program Manager to Create

#### **7) EVALUATIONS**

Evaluations and feedback help members grow. Supervisors will complete a midterm evaluation. Additionally, an end-of-term evaluation must be completed by the member's exit date. Evaluations will be sent via AdobeSign.