

TRANSCRIPT: COMMUNICATING WITH HOST SITES

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HOW THE MANAGER SETS THE TONE OF THE MEETING

Manager: Hello, and thank you for coming to our first site supervisor meeting. We will be having these meetings quarterly. And, also, just so you know, what we talk about today is outlined in your program manual, so be sure to review that on a regular basis so that your site maintains its compliance with our program's policies and procedures. We're going to start with three main expectations that you need to be aware of as site supervisors: (1) You must be able to provide learning opportunities for your members; (2) Your members are expected to serve as full-time reading tutors in your school; and (3) In addition to your supervision duties, you're expected to cover match funding for your members.

Now, I know that's a lot of information, but does anyone have any questions about what we've talked about so far?

HOW THE MANAGER DEALS WITH A QUESTION ABOUT LEARNING OPPORTUNITIES FOR MEMBERS

Site supervisor: I have a question about the learning opportunities. Is this something that you provide, or is this something that our school provides, because if you provide it and the members have to be away from our site we can't do that.

Manager: And I understand those concerns. A lot of site supervisors have those concerns. The main goal is to provide your site with trained individuals. That's something that we want to provide as a part of AmeriCorps' policies but also just our own program's policies. There is a training calendar that you can find in your program manual and that outlines the training that we provide as a program. And you can provide in-school professional development opportunities as well as you see fit. But the training that we have throughout the year is outlined in that calendar. So if you have any questions you can refer to that and let me know.

HOW THE MANAGER CLARIFIES THE AMERICORPS MEMBER'S ROLE IN A SCHOOL TUTORING PROGRAM

Site supervisor: I'm a little worried about this full-time service as reading mentoring, because really that's not what we need where we are at our site. I really need these AmeriCorps members to come in and help with the lunch room monitoring, go, you know, watch the kids out in the playground, there's always paperwork that I've got that they need to handle. There are a lot of other things that are more important than this reading tutoring. I've got people that can do that. I don't really think I need AmeriCorps members for that.

Manager: To answer that question, each year we have to revise our grant and we have to maintain those expectations that are set in our grant. That's something that AmeriCorps requires us to do. In our grant we say that we have full time reading tutors in each school, and so that's something that we really can't budge on because that's something we're expected to report back on. So, you can refer to the job description and that outlines all the details, and also the agreement that you signed at the beginning saying that you wanted to be a site supervisor. It says everything that's expected of those tutors and expected of you as a site. So, if you have any questions with that, I would refer back to the job description, but that's something that we really can't budge on in terms of what members have to do.

HOW THE MANAGER ANSWERS A QUESTION ABOUT THE FUNDING AGREEMENT BETWEEN THE PROGRAM AND THE SITE

Site supervisor: I'm a returning site. The match has increased this year. Can I expect more control of the members' service or more hours from the members?

Manager: We're responsible for covering a higher percentage of match funds, so each year your match funds will go up a little bit. Currently you're paying about \$3.00 an hour for your tutor during the school year. And all of this is outlined in your program manual in terms of what you can expect that increase to be and why that increase is happening, because each year that we're providing these services to you, we're having to take on more responsibility. That's something that AmeriCorps requires of us. In terms of your authority and the number of hours you can get from your members, members are expected to work 1700 hours for their service year, so that's something that we really can't change. But the authority that you have—we want to remember that the point of all of this service is for members to grow, is to help your site and really make a difference, and also to help the program as a whole so that we can continue to provide these services for you and the schools in the area. So, we definitely appreciate your input, and I'm always available to talk about any of your concerns or questions that you have and I'm willing to work with you on that.