

SITE SUPERVISOR TRAINING



**“ENRICHING COMMUNITY THROUGH
TECHNOLOGY, ONE MUSEUM AT A TIME.”**

What is AmeriCorps?

Tied to the history of national service

AmeriCorps is a network of national service programs that engage more than 80,000 Americans each year in intensive service to meet critical needs in education, public safety, health, and the environment.

CCC 1930's

GI Bill- Rewarding service

Peace Corps

Vista



What do AmeriCorps members do?

help communities respond to disasters

tutor and mentor youth

build affordable housing

teach computer skills

clean parks and streams

run after-school programs



Where does the AmeriCorps Cultural Technology program fit in?

- 1) ACT Addresses students who are economically vulnerable
- 2) ACT provides members with service opportunities at Cultural Institutions (e.g., museums, libraries, and archives) to help build member self-confidence and enhance their employability.
- 3) CIs receive assistance to: (1) expand access of our nations' cultural and historical treasures to diverse communities; (2) improve service capacity to the public; and (3) broaden the use of technology and online community volunteers to support their ongoing efforts.
- 4) ACT is the first program in the nation to apply design solutions in an effort to move members out of poverty and into well-paying careers and to move CIs out of marginal roles and into the center of community life.



Expectations

- As a site supervisor for an AmeriCorps program you provide learning opportunities for AmeriCorps members and supervise them day-to-day as they serve in your institution.
- Member is expected to work minimum time, half-time or full time to fulfill the duties outlined in the Site Service Agreement and job description.
- Regular meetings with the AmeriCorps Cultural Technology Coordinator.
- Approve timesheets bi-weekly.
- Open communication about member's performance.
- Evaluate member's performance mid and post service.
- Log in-kind hours through OnCorps
- Complete surveys provided by AmeriCorps staff needed for program reports.

How to be an Effective Mentor

- Internships are individualized learning experiences
- Use your own teaching and management skills
- Commitment to supervision
- Investment of time and energy
- The ability to pass on your skills and knowledge
- Set up clear expectations
- Whenever possible, try to include the intern in organization events such as staff meetings and allow opportunities for networking and informational interviewing with key personnel.

Planning Day

- Set up a meet and greet day for the student intern, make sure intern feels welcome
- Make a schedule: For example 900 hours over 11 months is approximately 20 hours per week.
- Structure to include holidays and non-standard work days so intern meets hours requirement without crunching them in at the end.

Required Training and Service Days

- Members come to the site with an appropriate skill set
Ongoing training is provided through the Mentorship class

Class starts Wednesday January 13 12:30-1:45, we will have field trips, on those days class will be scheduled to maximize the benefit of the field trip.

January 12– May 6 , 2015.

Culture Day at the Roundhouse Tuesday, February 24th

Cesar Chavez Day, Saturday, March 28th

Check class website and FB page regularly for updated class locations.

[New Mexico Commission for Community Volunteerism](#)

[Link to class website](#)

A photograph of a person in a dark jacket and blue jeans carrying a large white plastic container on their head. They are standing in a field of debris, including wooden planks, plastic, and other trash. In the background, there are damaged buildings, one of which has an American flag hanging from it. The sky is overcast with grey clouds.

Disaster Preparedness Training: Working with your host institution, an integrated approach

American Red Cross
Ready When the Time Comes

Department of Homeland Security

CPR/First Responder Training

Citizens Corps
CERT
(Community Emergency Response Team)
Medical Reserve Corps
Fire Corps

Service Hours and Training Hours

- **Service**= The work performed in the job description is considered service. In addition, the AmeriCorps program designates required service days during the program year.
- **Training** = class, training provided specifically by AmeriCorps or AmeriCorps-approved training activities.
- **Minimum time**= 300 hours and includes service and training
- **Quarter time**= 450 hours includes service and training
- **Half time**= 900 hours and includes service and training
- **Full time**= 1700 hours and includes service and training
- Member keeps track of these hours separately on time sheet
- Training can be up to 20% of total hours and cannot exceed the hours below.
 - Minimum time 20%= 60 hours of training
 - Part time 20% =180 hours of training
 - Quarter time 20%= 90 hours of training
 - Full time 20% = 340hours of training

Here's what the time sheet looks like

Member: James Reeves Supervisor: Debra Novak				
		Training	Service	
Day	Fund raising	Training	Direct Service	Total Hours
Fri Dec 13	0	0	6	6
Description:	1 hr: Exhibits and IT 1 hr: Talk to Mike about how microscope is doing and improvements 2 hr: Email Sam Wong about Start Up projector and troubleshooting 2 hr: KT extinction pc back up and re-install			
Sat Dec 14	0	0	0	0
Description:				
Sun Dec 15	0	0	0	0
Description:				
Mon Dec 16	0	0	7	7
Description:	1 hr: Exhibits and IT 2 hr: scan Mike's pc 1 hr: Check Spencers pc connection to printer in annex 1 hr: Trouble shoot Grossology urine game 1 hr: Email Sam Wong/troubleshoot projector 1 hr: Check audio/video timing for kt extinction			
Tue Dec 17	0	0	7	7
Description:	1 hr: IT and Exhibits 1 hr: Second scan of Mike's pc 2 hr: Remove urine game and trouble shoot with another trackball 1 hr: Look for apps for docents with I-pad 1 hr: Put urine game back onto floor and test			
Wed Dec 18	0	0	6	6
Description:	1 hr: Exhibits and IT 1 hr: Final scan on Mike's pc 1 hr: Remove urine game again from floor and do memory test 1 hr: test urine game 2 in urine game 1's enclosure 1 hr: Help Tad from the observatory with powersupply and kvm extendor 1 hr: Read reviews for apps used in education			
Thu Dec 19	0	0	7	7
Description:	1 hr: IT and exhibits 3 hr: remove both urine games and troubleshoot trackballs and buttons 1 hr: Email Stan about interesting robotic toy and look into said robot 1 hr: Put urine games back onto the floor and test			

How to use OnCorps

I will assign you a username and password and give you the link to this homepage:



All Services Operating Normally

Reminder: Internet Explorer 10, the menu bar will not drop down, unless you are running in compatibility mode. [Click Here for Instructions on Compatibility mode.](#)

If you are using Internet Explorer 11, there is a problem with the password fields in the member record that forces you to change the password. This is a known issue on many sites with IE 11. The best current solution is to use an alternative browser such as Firefox or Google Chrome.

How to Log In to OnCorps Reports™!

If you have any problems logging in, and you've tried already tried to retrieve your password, send an email to help@oncorpsreports.com and we'll help you out!

Step 1- Select Program Year (**Current default Program Year is 2013-2014**)

Step 2- Login as Commission Staff, Program Director, Site Supervisor, Regional Coordinator or Americorps Member

If your user name or password fails, enter a valid email address in the box under "Forgot your password" and the system will send you instructions for resetting your password. The email address you enter must be the same email address currently on file in your OnCorps member record—if that has changed, your Program Director will need to update your email address for this feature to work correctly.

* All users should always update their email addresses when necessary using the PROFILE button, located at the upper right hand corner of all pages...

Follow us on Social Media

For up-to-the minute information, including new features and weekly Webinar announcements, LIKE or FOLLOW us!

Log In to your account

Please select your program year:

2013-2014

Submit

Register for Training!

Over the next couple of months, we are trying out a more interactive, open webinar format. This is a great time for us to hear from you about your questions and ideas about OnCorps Reports. We are also offering some repeat sessions focused on Custom Forms and Reports - a feature we are excited about

Planning your Custom Project

[April 30, 1:00-2:00 PM](#)

Do-it-yourself Surveys and Custom Forms

[May 14 1:00-2:00PM](#)

Timesheet Forum

We are going to be discussing the different timesheet options, and what features you would like to see in the future for timesheets.

[May 21 1:00-2:00 PM](#)

Open Topic Webinar

This webinar will be used to discuss general functionality and tools. There will be an open question and answer period!

[June 4 1:00-2:00 PM](#)

Designing great custom forms and reports

Once you submit the program year, you will land on this page.
Login as the Site Supervisor.



Capacity Builders
[Web Site](#)
[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)



[State Commission Staff Login](#)



Earth Care
[Web Site](#)
[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)

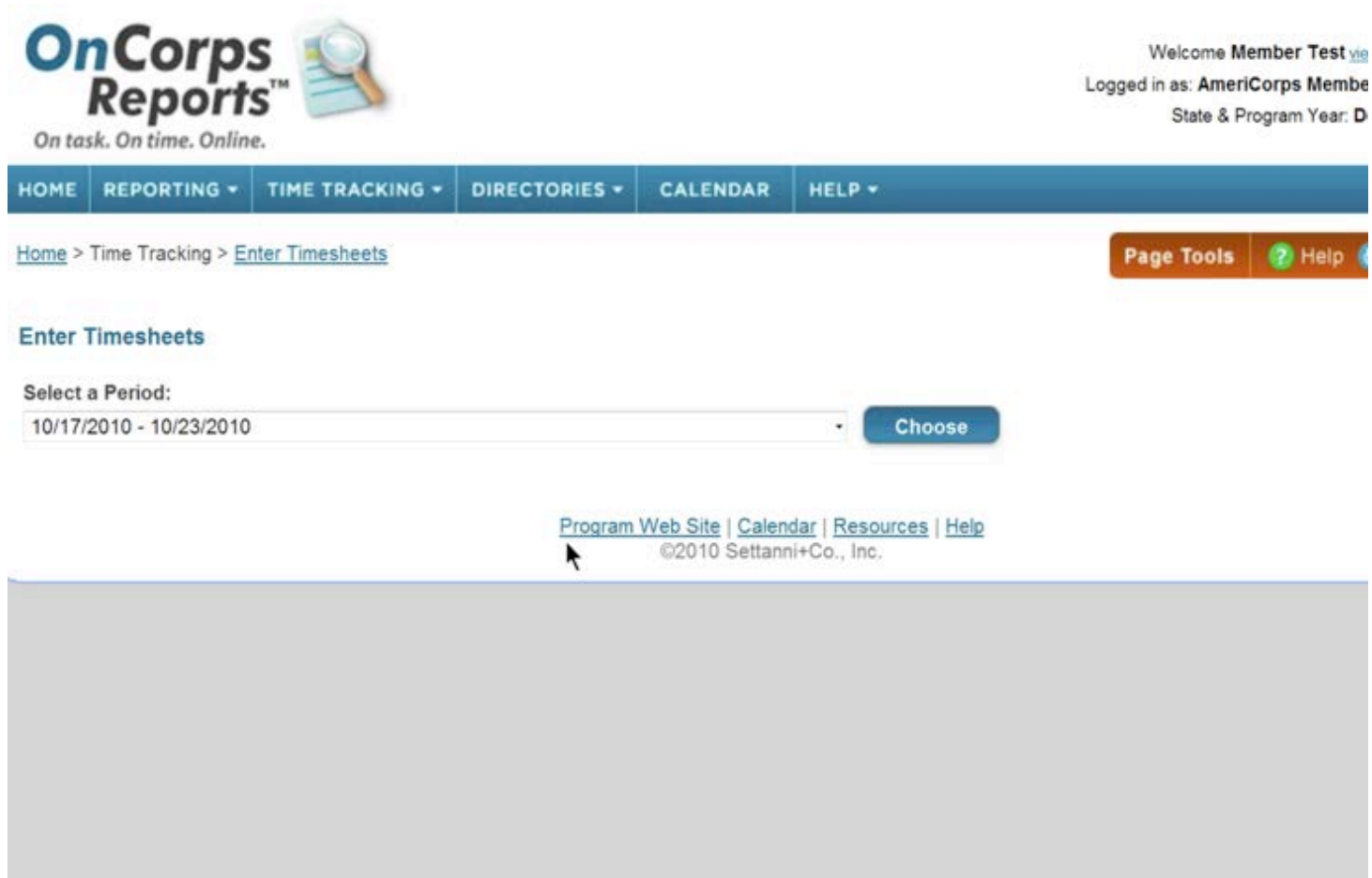


EcoServants
[Web Site](#)
[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)



Families & Youth Inc.
[Web Site](#)
[Program Director](#)
[Site Supervisor](#)
[AmeriCorps Member](#)

Once your in, click on the Time Tracking tab >
Enter Timesheets



The screenshot displays the OnCorps Reports web application. At the top left is the logo with the tagline "On task. On time. Online." and an icon of a magnifying glass over a document. The top right shows a user login status: "Welcome Member Test", "Logged in as: AmeriCorps Membe", and "State & Program Year: D". A blue navigation bar contains links for HOME, REPORTING, TIME TRACKING (selected), DIRECTORIES, CALENDAR, and HELP. Below this, a breadcrumb trail reads "Home > Time Tracking > Enter Timesheets". To the right of the breadcrumb is a "Page Tools" button and a "Help" link. The main heading "Enter Timesheets" is followed by a "Select a Period:" label, a date range dropdown menu showing "10/17/2010 - 10/23/2010", and a "Choose" button. At the bottom, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with a copyright notice "©2010 Settanni+Co., Inc." and a mouse cursor pointing at the "Program Web Site" link.

OnCorps Reports™
On task. On time. Online.

Welcome **Member Test**
Logged in as: **AmeriCorps Membe**
State & Program Year: **D**

HOME | REPORTING ▾ | **TIME TRACKING ▾** | DIRECTORIES ▾ | CALENDAR | HELP ▾

[Home](#) > [Time Tracking](#) > [Enter Timesheets](#)

Page Tools | ? Help

Enter Timesheets

Select a Period:
10/17/2010 - 10/23/2010 Choose

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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What you see

Welcome Test

Test Notification of Event from your friendly State Commission. Staff can enter notices that "stick" on the home page for all system users in their state...

Check your August Calendar

This is a test

The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period	Submit date	
Member Test	10/10/2010 - 10/16/2010	10/20/2010 12:09 PM	Review & Approve
Member Test	10/17/2010 - 10/23/2010	10/20/2010 12:10 PM	Review & Approve

The following AmeriCorps Members have late or missing time cards for the following payroll periods:

Member	Payroll Period
Member Test	08/01/2010 - 08/07/2010
Member Test	08/08/2010 - 08/14/2010
Member Test	08/22/2010 - 08/28/2010
Member Test	09/12/2010 - 09/18/2010
Member Test	09/19/2010 - 09/25/2010
Test Member 2	08/01/2010 - 08/07/2010

page12_2010... portalTemplate.xls
nccorporeports.com...

Once you approve timesheets, I can see them, print them and help keep track of hours.

What I see so I can monitor hours

Meet Hours

				Fund Raising		Training						Service						Stats based on Approv Service Start Date & Exper			
Status/Hrs	Days Served	Approved Hrs	Pending Hrs	Pre	Tot	Pre	1	2	3	4	Tot	Pre	1	2	3	4	Tot	Avg/Wk Target	Avg/Wk Current	Weeks Left	H L
Enrolled: 900	17	144.75	106.25	0	6	5	24.75	0	0	0	29.75	0	109	0	0	0	109	29.86	13.33	19.29	75
Enrolled: 900	58	806	0	0	0	37.75	35.75	0	0	0	73.5	149.5	583	0	0	0	732.5	29.86	28.35	1.71	94
Enrolled: 1700	93	817.9	91	0	0	32.15	35.5	0	0	0	67.65	59.75	690.5	0	0	0	750.25	35.63	28.77	19.29	88
Enrolled: 900	41	242	20	0	5	10	17	0	0	0	27	0	210	0	0	0	210	29.86	22.29	19.29	65
Enrolled: 900	39	160.5	0	0	0	25.5	24.5	0	0	0	50	22	88.5	0	0	0	110.5	29.86	5.65	1.71	73
Enrolled: 1700	95	595	57.5	0	0	44	16.75	0	0	0	60.75	28	506.25	0	0	0	534.25	35.63	20.93	19.29	11
Enrolled: 900	52	445.75	0	0	0	42	16.75	0	0	0	58.75	0	387	0	0	0	387	29.86	15.68	1.71	45
Enrolled: 900	85	681.75	0	0	0	41.5	37.25	0	0	0	78.75	0	603	0	0	0	603	29.86	23.98	1.71	21
Enrolled: 1700	94	945	82	0	0	35	70	0	0	0	105	176	664	0	0	0	840	35.63	33.24	19.29	75
Enrolled: 900	82	609.5	32	0	0	9.25	81.5	0	0	0	90.75	86.25	432.5	0	0	0	518.75	29.86	21.44	1.71	29
11400	656	5448.15	388.75	0	11	282.15	359.75	0	0	0	641.9	521.5	4273.75	0	0	0	4795.25	315.89	213.66	105	59

About the living allowance

AmeriCorps members are paid through NMHU

Work is considered service

Pay is not tied to hours “worked”

Time sheet is required but only to keep track of total hours served. Stipend is fixed and regular no matter how many hours the intern works.

AmeriCorps members are not supposed to take the place of potential paid employees.

Member placement is a mutually beneficial arrangement, with an emphasis on service.



Signage

- AmeriCorps sign and logo must be posted prominently in the office where the member is located.
- Member must wear identifying clothing. This could be a button, lanyard, T-shirt.



Quick review

- AmeriCorps is tied to the history of National Service
- The AmeriCorps Cultural Technology Program allows students a chance to use their skill set and unique perspectives to enrich their communities.
- As a site supervisor for an AmeriCorps program, you provide learning opportunities for AmeriCorps members and supervise them day-to-day as they serve in your institution.
- Training hours and service hours are logged separately and approve hours bi-weekly as part of the program.
- AmeriCorps interns are required to attend class on Fridays 12:30 – 3:15
- Post signage in your institution that indicates you have an AmeriCorps intern.

Questions?

