



AmeriCorps

# Site Expectations

Member Name: \_\_\_\_\_

Site: \_\_\_\_\_

**Please note this form must be turned into the AmeriCorps office by October 11, 2020.** The below expectations are the established guidelines for your assigned sites.

1. Dress Code \_\_\_\_\_  
\_\_\_\_\_

2. Telephone Etiquette \_\_\_\_\_  
\_\_\_\_\_

3. Tardiness/Absences \_\_\_\_\_  
\_\_\_\_\_

4. Member service schedule (Start and End Times & Days Scheduled ) Expectation –  
**44-45 hours/week for Full-Time Members**  
**24-25 hours/week for Part-Time Members**

	Monday	Tuesday	Wednesday	Thursday	Friday	Expected Total Hours
<b>Start</b>						
<b>End</b>						

5. Student scheduling \_\_\_\_\_  
\_\_\_\_\_

6. Service Logs/Data Entry \_\_\_\_\_  
\_\_\_\_\_

7. Supervision Expectations \_\_\_\_\_  
\_\_\_\_\_

8. Student crisis when supervisor off campus \_\_\_\_\_  
\_\_\_\_\_

9. Downtime \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Interaction with school staff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Interaction with parents \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Interaction with non-program students \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Interaction with community agencies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Interaction with team members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Communication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Breaks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Site Supervisor Signature

Original to: \_\_\_\_\_ AmeriCorps Program Coordinator (for personnel file)

Copies to: \_\_\_\_\_ Member  
\_\_\_\_\_ Site Supervisor