



Site Supervisor Position Description Sierra Nevada AmeriCorps Partnership

Organization Description: Since 1993, the Sierra Nevada Alliance has been protecting and restoring Sierra lands, water, wildlife, and communities. Our mission is to protect and restore the natural resources of the Sierra Nevada for future generations while promoting sustainable communities. We provide resources and networking opportunities to regional conservation groups, implement the Sierra Nevada AmeriCorps Program, and advocate on behalf of “The Range of Light.”

Program Description: The Sierra Nevada Alliance is proud to implement the Sierra Nevada AmeriCorps Partnership (SNAP). This year, the Alliance will place 32 AmeriCorps members with partner conservation organizations throughout the Sierra Nevada. Beginning in October, Full Term SNAP members serve for an 11-month term. During their terms of service, members restore and monitor impaired Sierra watersheds and forests, educate Sierra residents and visitors on environmental issues, and recruit and manage volunteers for a variety of programs. SNAP members gain skills and technical training, are mentored by outstanding environmental leaders, and make a real difference in the communities of the Sierra Nevada. A living allowance, loan forbearance, and health care benefits are provided during the term of service, as well as an end-of-service education award.

Site Supervisor Responsibilities:

1. Train SNAP members to perform the functions specified in their position descriptions & service plans.
2. Mentor SNAP members by providing professional guidance during their service duties.
3. Uphold consistent communication with SNAP members throughout their service term.
2. Understand what is required for accurate and timely reporting.
3. Make sure that required documentation is completed in a timely fashion, including monthly member time sheets; monthly program reports, and other documentation as required by the SNAP program.
4. Make sure that each SNAP member has a specified work schedule and is adhering to it, unless exceptions are agreed upon between the supervisor and the member.
5. Review member time sheets each month to make sure that (a) member time sheets are completed accurately and submitted in a timely fashion; (b) training and resource attainment hours are accurately recorded; (c) members are adhering to their work schedules; and (d) members are on

- track to complete their service project and hour requirements.
6. Complete and submit member evaluations in a timely manner.
 7. Complete monthly program reports in a timely manner.
 8. Encourage their members to respond to requests for information to support the program's monthly reporting requirements.
 9. Attend Pre-Service Orientation (in October for Full Term members)
 10. Enable and encourage their member(s) to attend monthly educational webinars and safety meetings.
 11. Permit and encourage their members to participate in required service day activities – Martin Luther King Jr. Day of Service, AmeriCorps Week, and Cesar Chavez Day of Service that will be carried out by SNAP members acting together on community projects.
 12. Evaluate program outcomes to support the reporting requirements of the AmeriCorps program. Evaluations are tied to program goals that we are required to specify to qualify for federal funding.
 13. Provide documentation of in-kind time spent as a site supervisor with the AmeriCorps program as required by SNAP policies and AmeriCorps regulations.
 14. Based on Member feedback, we strongly encourage the Site Supervisor to be someone other than the organization's Director, in order to provide the opportunity for the Member to be supported by someone they will be working with directly on a regular basis. We suggest choosing a Site Supervisor who manages the program(s) that the Member will be working with most frequently.

Website: www.sierranevadaalliance.org