

# PARTNER AGENCY HANDBOOK

## 2011-2012

*with information about the 2012-2013 agency application process*



**JESUIT VOLUNTEER CORPS NORTHWEST**

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# Introduction to JVC Northwest

JVC Northwest aims to recruit, screen, place and support 140-150 Jesuit Volunteers serving full-time in over 100 social service, education, health, and environmental organizations in 20 locales in Alaska, Idaho, Montana, Oregon and Washington.

## *MISSION STATEMENT*

Jesuit Volunteer Corps Northwest engages women and men in a transforming experience of full-time volunteer service. Jesuit Volunteers serve for a year or more in solidarity with persons living on the margins of society and with vulnerable places in the Pacific Northwest.

Rooted for over fifty years in the Jesuit Catholic tradition emphasizing spiritual openness and depth, Jesuit Volunteers in the Northwest examine and act on the causes of social and environmental injustice to promote peace and structural change. JVs live in communities that commit to simple living, embodying a healing and sustainable presence on the Earth.

## *HISTORY*

Jesuit Volunteer Corps (JVC) Northwest began in 1956 with a few committed volunteers who helped build and teach in the new Copper Valley School in Copper Valley, Alaska, a boarding school for Native Alaskan and European-descent Alaskan students. The first volunteers were recruited and supported by the Jesuits of the Oregon Province and the Sisters of St. Ann.

The program expanded out of Alaska in the 1960s working with Native American communities throughout the Northwest, as well as serving in inner city placements in Washington, Oregon, other states and countries. JVC Northwest has been the catalyst for hundreds of other faith-based volunteer organizations, including other JVC regions, and even served as a model for the U.S. Peace Corps. In JVC Northwest's 55 year history, over 6,000 persons have served in our program.

Today JVC Northwest recruits, places and supports volunteers working with people on the margins of society and with vulnerable places. Currently 142 Jesuit Volunteers in the Northwest region are committed to volunteering for one year, serving in over 100 shelters, schools, health, and social and ecological service organizations in inner cities, rural areas and Native American and Native Alaskan communities providing essential skills, willing hands and great idealism for a better world. They serve throughout Alaska, Idaho, Montana, Washington and Oregon.

The volunteers reside for the service year in 21 intentional communities of four to eight people and commit to living out the values of community, simple living, social justice and spirituality. Living expenses, a modest monthly stipend, health insurance and travel home at the end of their service year is provided to the JVs. In June, 2010 JVC Northwest received a National Direct Award from the Corporation for National and Community Service (CNCS) enabling most of our Jesuit Volunteers to also be AmeriCorps members. This grant has made it possible for JVC Northwest to go where the need is greatest and to enable our Partner Agencies to extend their services at a greatly reduced cost.

JVC Northwest is separately incorporated as a 501 (c) (3) organization. Since 1974, JVC branched from having its only office in the Northwest into five domestic regions and one international region (JVI), each an independent non-profit office. In 2006, other JVC/JVI programs in the U.S.

consolidated into JVC, while JVC Northwest discerned to remain independent and locally based to better serve local and regional communities in the Northwest.

***JVC NORTHWEST, JESUITS, AND  
THE CATHOLIC TRADITION OF FAITH AND JUSTICE***

JVC Northwest draws inspiration and direction from the tradition of the Jesuits, seeking to integrate action with contemplation. JVC Northwest operates within the spiritual tradition and social justice teaching of the Catholic Church. Whether Catholic or of another tradition, JV/AmeriCorps Members bring a readiness to serve non-violently while practicing deep reflection upon their experience. They do not come to proselytize.

## THE JVC NORTHWEST YEAR 2011-2012

AUGUST	8-13 13-14 14-17 17	Orientation – Camp Adams, Molalla, Oregon JV/AmeriCorps Members arrive at their placement locales Local orientation JV/AmeriCorps Members first day of service
SEPTEMBER		1 <sup>st</sup> Area Visits begin (mid-September)
OCTOBER	27-30 28-31	1 <sup>st</sup> Area Visits continue Big Sky Fall Retreat Alaska Fall Retreat
NOVEMBER	4-7	Cascades and Mountain West Fall Retreats
DECEMBER	1	Partner Agency applications due online Partner Agency selection process begins
JANUARY	31	2 <sup>nd</sup> Area Visits begin (mid-January) Partner Agency selection complete
FEBRUARY	9-12 10-13	2 <sup>nd</sup> Area Visits continue Big Sky Winter Retreat Alaska, Cascades and Mountain West Winter Retreat Returning JV/AmeriCorps Member selection begins
MARCH-JULY		New JV/AmeriCorps Member selection and placement
MAY	31-June 3	Big Sky Spring Retreat
JUNE	8-11 15-18	Cascades and Mountain West Spring Retreat Alaska Spring Retreat
JULY		Closure Process for JV/AmeriCorps Members
JULY	31	Last day of 2011-2012 JVC Northwest Year <i>JV/AmeriCorps Members placed in schools may have earlier completion dates.</i>

## **JVC NORTHWEST VALUES**

Over the years, the experience of JVs and their reflection on that experience has been distilled into four values: simple living, social and ecological justice, spirituality, and community. JVs make a commitment to the JVC Northwest program and to their service placement to strive to live these four interconnected values.

**SIMPLE LIVING:** JVC Northwest challenges each volunteer to live a simple and reflective life style, an alternative way to living in a consumer society. JVC Northwest stresses relationship over material possessions and invites JVs to challenge themselves to live in solidarity with people who experience poverty and oppression. This helps JVs to understand the lives of those they serve and to raise their consciousness to the human needs that surround them. Simplicity is also deeply connected with the value of ecological sustainability. JVC Northwest strongly encourages each community to practice sustainability in every arena of life.

**SOCIAL AND ECOLOGICAL JUSTICE:** JVC Northwest is committed to working for justice and structural change. JVs are dedicated to serving people's basic physical, emotional, and spiritual needs. Through their service and reflection on lived experiences, JVs examine the causes of oppression and strive to challenge the structures which create poverty, perpetuate oppression, and destroy ecological systems. JVC Northwest supports programs that empower people to help themselves or promote the health of vulnerable places in the Northwest.

**SPIRITUALITY/REFLECTION:** Another aspect of the JVC Northwest year is the opportunity for the JVs to explore and deepen their spiritual lives. The JV/AmeriCorps Members are "contemplatives in action"- women and men who are deeply committed to meeting critical needs in an intentional and non-violent manner. Because the JVs live in community, they have the opportunity to reflect with other committed JVs and explore what it means to live a faith that does justice.

**COMMUNITY:** JVs live with one another in a community setting. The process of building community offers an opportunity to share experiences, provide encouragement, give accountability and have fun. JVs come to JVC Northwest with diverse backgrounds and expectations. The challenge for each person is to respect and learn from these differences while building on common values. Community requires time, effort and compassion. Volunteer communities are places to share and grow collectively and individually. Living in community often marks the beginning of lasting friendships.

## JVC NORTHWEST STAFF

JVC Northwest employs seventeen people to meet the expanding needs of a growing organization that supports the Jesuit Volunteers, our JV/AmeriCorps Members, and new programs such as Jesuit Volunteer *EnCorps*.

The **AREA DIRECTORS (ADs)** provide direct support to JV/AmeriCorps Members in the AD's assigned locales. The ADs are the primary contact persons for the placement agencies, in particular for the JV/AmeriCorps Member supervisor. They are based in the Portland office and are "on the road" for several weeks of the year visiting their communities and service sites. The ADs work on recruitment and selection of agencies as well as in the recruitment, screening, and placement of the JV/AmeriCorps Members. ADs also plan retreats for JV/AmeriCorps Members and coordinate a local support network for each Jesuit Volunteer community. The ADs for the 2011-2012 year are:

**Julia Peters** (Lead Area Director, Portland Mac)  
**Bonnie Lenneman** (Hillsboro, Seattle Mercy, Seattle Cherry Abbey)  
**Jessica Heringer** (Yakima, Wenatchee, Omak)  
**Anthony DeLorenzo** (Tacoma, Grays Harbor, Gresham, Portland Morris)  
**Danielle Bastien** (Anchorage, Bethel, Juneau, Sitka)  
**Susan Foster** (Ashland, Billings, Hays, St. Xavier)  
**Megan Bell** (Boise, Missoula, Spokane Lavan, Spokane Romero)

The **LEAD AREA DIRECTOR** oversees and directs the program and coordinates and supervises ADs as well as one JVC Northwest community. The Lead Area Director is **Julia Peters**.

The **EXECUTIVE DIRECTOR** answers to the Board of Directors for the overall operation of JVC Northwest. The Executive Director is **Jeanne Haster**.

The **AMERICORPS COORDINATOR** oversees all aspects of the National Direct AmeriCorps grant, is the liaison between operating sites and the JVC Northwest AmeriCorps Program, and oversees the health insurance program. The AmeriCorps Coordinator is **Clarissa Schoenberg**.

The **AMERICORPS ADMINISTRATIVE ASSISTANT** oversees member time and service logs and assists with other administrative functions associated with the AmeriCorps grant. The AmeriCorps Administrative Assistant is **Thomas Phillips**.

The **ADMINISTRATIVE ASSISTANT** assists the Executive Director and manages many of the day-to-day operations of the JVC Northwest office. The Administrative Assistant is **Martha McElligott**.

The **BUSINESS ASSISTANT** supports the work of the Business Coordinator, the Development Coordinator and the Outreach Coordinator. The Business Assistant is **Melissa Lafayette**.

The **BUSINESS COORDINATOR** handles our financial accounts and is a good JVC Northwest contact person for agency business offices. The Business Coordinator is **Diane Blankenship**.

The **RECRUITMENT AND MARKETING MANAGER** develops a recruitment plan and builds relationships with prospective and former Jesuit Volunteers. She also supervises the Recruiter, manages the website and edits the bi-annual newsletter. The Recruitment and Marketing Manager is **Leah Nusse**.

The **RECRUITER** works eight months each year seeking to identify prospective JV/AmeriCorps Members by traveling to college campuses around the country sharing information regarding the JVC Northwest experience and building relationships with college personnel and former Jesuit Volunteers living in the area. The Recruiter is **Emily Ruef**.

The **OUTREACH/EVENTS COORDINATOR** liaises with our former Jesuit Volunteers (FJVs) and coordinates activities to enrich the lives of FJVs and to connect and reconnect them with JVC Northwest and each other.

The **DEVELOPMENT COORDINATOR** plans fundraising events and manages the JVC Northwest database. The Development Coordinator is **Elizabeth Skurdahl**.

The **JESUIT VOLUNTEER ENCORPS (JVE) COORDINATOR** oversees and directs the JVC Northwest EnCorps volunteer program. The EnCorps Coordinator is **Tom Frieburg**.

## THE AGENCY APPLICATION PROCESS

Thank you for your interest in partnering with JVC Northwest! JV/AmeriCorps Members are energetic, committed and motivated individuals with fresh perspectives, bringing a strong educational background and goodwill to the agencies they serve. They serve full time in year-long service placements in areas of social and ecological justice, either serving with those who are marginalized in our society or on behalf of vulnerable ecosystems.

Agencies interested in having a JV/AmeriCorps member during the 2012-13 year must submit an Agency Application by December 1, 2011. The application requires the following information: an overview of your organization, a current budget statement, a plan for training and supervising a JV/AmeriCorps Member, and a position description. Agencies can apply online at <http://www.jvcnorthwest.org/request-apply.php>.

In 2010, JVC Northwest became an AmeriCorps National Direct Grantee. Most of our Jesuit Volunteers are also AmeriCorps Members. JV/AmeriCorps Members who enroll in AmeriCorps are eligible to receive an Education Award, to put toward school loans or future education, after satisfactorily completing their terms of service. For ease in reading, the title JV/AmeriCorps Member is used throughout this handbook.

Most JVC Northwest Partner Agencies qualify to be AmeriCorps operating sites. The requirements to be an AmeriCorps operating site (i.e., service locale) are found in Addendum A, pg. 26 of this handbook. Those agencies where the volunteer is engaged in advocacy or direct Catholic ministry more than half-time do not qualify to be AmeriCorps operating sites. It is important that all Partner Agencies understand the AmeriCorps requirements and their ability to meet them.

### Partner Agency Requirements

Before applying for a JV/AmeriCorps Member please review the following guidelines. To apply, your agency must:

- Submit a statement of need for the JV/AmeriCorps Member and how he/she will enhance your program. JV/AmeriCorps Members shall not displace any paid employee or current volunteer providing the same or similar service.
- All JVs serve 40 hours per week:
  - An agency must determine opportunities for the JV/AmeriCorps Member to spend at least 35 hours per week serving directly with people who are economically poor or marginalized. JVs/AmeriCorps members who qualify must complete 1700 hours by the end of their service term. For more information on what constitutes direct service, requirements, and responsibilities, please see Addendum A, pg. 26.
  - Some positions, such as ministry and advocacy positions do not qualify for AmeriCorps. For JVs in a ministry setting, 35 hours per week must be in direct service. JVs in advocacy positions must have at least 25 hours of direct contact with the target group involved in the advocacy process of the organization.
- Provide general liability insurance for the JV/AmeriCorps Member.
- Provide appropriate orientation and training for the JV/AmeriCorps Member to understand the work of the agency and their role within it. Consistent supervision must be provided throughout the year.
- Be able to pay the placement agency fee for a JV/AmeriCorps Member. In 2011-2012, the fee for the lower 48 states is \$7925; the fee for Alaska placements is \$8762. This fee will be somewhat higher for 2012 and will be determined by the Spring of 2012.

## **Timeline Overview**

Agencies wishing to apply for a JV/AmeriCorps Member for the 2012-13 program year must submit an application before or on the application deadline of December 1, 2011. After that date, the agency selection process begins and agencies are notified of their acceptance by the end of January, 2012. The JV/AmeriCorps Member screening and placement process takes place from March through July, with service beginning August 15, 2012. The JV/AmeriCorps Members complete their service commitment on July 31, 2013.

### **APPLICATION TIMELINE**

**December 1, 2011      Application Deadline for Placement Agencies**

All placement agency applications are to be received online by the JVC Northwest office.

**Mid-December 2011      JVC Northwest staff begins Agency Selection Process**

**January 31, 2012      Agency Selection Complete**

Agencies will be informed by mail or email of their selection results, as well as whether the service placement qualifies as an AmeriCorps operational site.

**March – July, 2012      JV/AmeriCorps Member Screening and Placement Process**

During this time the JVC Northwest staff screens prospective JV/AmeriCorps Members for suitability to the JVC Northwest program. The program team reviews the written applications from prospective JV/AmeriCorps Members, conducts phone or in-person interviews with the applicants, and recommends a match of a JV/AmeriCorps Member with a Partner Agency.

A JVC Northwest Area Director then forwards one JV/AmeriCorps Member application to the partner agency as a candidate. The agency administrator has seven business days to review and interview the applicant. If you choose not to interview the applicant, let us know ASAP.

The agency administrator interviews the applicant, typically by phone since most applicants come from outside the Northwest. Although the applicant has been conditionally accepted to JVC Northwest, the Partner Agency is responsible for determining if the applicant is suitable for the placement. If the administrator agrees that the applicant is appropriate, the administrator - within two working days after the interview - contacts the JVC Northwest Area Director who then offers the placement to the applicant. If the applicant accepts and signs the JVC Northwest covenant, the applicant becomes a JV/AmeriCorps Member.

If the administrator declines the applicant or the applicant declines the offer, then the Area Director reviews the remaining applications to attempt to identify another suitable applicant.

**June - mid-July, 2012**

Mandatory AmeriCorps Site Supervisor Orientation (via conference call). Return completed Site Supervisor Contracts to JVC Northwest.

**August 6-11<sup>th</sup>, 2012      JVC Northwest Volunteer Orientation**

This required five-day training near Portland, Oregon, is an opportunity for the JV/AmeriCorps Members to prepare for their year, to learn more about JVC Northwest and to meet those with whom they will share their experience.

**Week of August 12<sup>th</sup>, 2012**

JV/AmeriCorps Members travel from the JVC Northwest Orientation site to their placement locales. They settle into their new living situations and become oriented to the area.

**August 15, 2012**      **First day of service** for all JV/AmeriCorps Members

**During the Year**      There are **three JVC Northwest retreats** during the year, which the JV/AmeriCorps Members are expected to attend. Usually, these are in October, February, and May/June. These retreats will require a minimum of two days off per retreat.

## **GOALS AND CRITERIA IN THE SELECTION OF JV/AMERICORPS PLACEMENTS FOR JVC NORTHWEST**

### **GOALS**

1. **DIRECT SERVICE:** The JV/AmeriCorps Member must serve directly with persons who are economically poor or marginalized by society or directly with the local ecological system that needs our attention. JVC Northwest seeks placements which raise the JV/AmeriCorps Member's consciousness of poverty and injustice, moving the JV/AmeriCorps Member into solidarity with the people served, the larger community, and the planet.
2. **STRUCTURAL CHANGE:** JVC Northwest wants the JV/AmeriCorps Member to reflect upon and act non-violently in favor of peace and justice for marginalized people and ecosystems. The JV/AmeriCorps member will become more actively aware of societal and environmental injustices existing in his/her life, neighborhoods, and country, and will strive with the local community to transform structures of oppression.

### **CRITERIA**

1. **Need:** The Partner Agency needs to demonstrate a "critical and compelling need" in order to have a JV/AmeriCorps Member serve in their organization. The agency must explain how the JV/AmeriCorps Member will enhance the organization. The JV/AmeriCorps Member is not to replace an employee or volunteer.
2. **Diversity of placements:** JVC Northwest values diversity in our placements. It is important that we are attentive to the variety of needs that exist in each local community as well as the "signs of the times." The strong ecological ethos of the Northwest has influenced our plan to develop environmental placements. We are also interested in collaborating with agencies that emphasize advocacy work and sustainable solutions.
3. **Placements should fit into one (or more) of the following categories:**
  - **Social Services:** The JV/AmeriCorps Member should serve at least 35 hours per week directly with persons unable to provide for their own basic needs, persons alienated from their family and their larger community, or persons lacking access to personal and professional development that would potentially empower them to be leaders within their tradition and heritage.
  - **Education or Health Care:** The JV/AmeriCorps member serves by teaching, tutoring, mentoring, or providing health services for 35 hours per week.
  - **Advocacy and Structural Change:** A non-AmeriCorps JV may serve in an agency that exclusively practices advocacy, structural change and policy work. In this case, it would be our expectation that these placements provide at least 25 hours of direct contact with the target group involved in the advocacy process of the organization.
  - **Environmental/Ecological Justice:** A JV/AmeriCorps Member in an ecological placement should serve at least 35 hours per week directly with the local land (i.e. through restoration and conservation efforts) and/or doing community organizing, advocacy and education with the local community.
4. The Partner Agency should provide a well-defined and meaningful service position with training, competent and caring supervision, and an environment supportive of the JV/AmeriCorps Member's growth in the four JVC Northwest values.

5. The service should be geared toward helping people help themselves and free of any semblance of paternalism.
6. The goal of the JVC Northwest AmeriCorps program is sustainability wherein a placement is able to eventually continue its services without a JV/AmeriCorps Member.
7. We aim to place at least four JV/AmeriCorps Members in each local JV community. JV/AmeriCorps Members will not be placed in situations or locations in which they are isolated from a larger community.
8. In 2010, JVC Northwest was awarded a National Direct AmeriCorps grant through the Corporation for National and Community Service. Please see Addendum A, pg. 26 for details regarding requirements to be an AmeriCorps operating site.

## **QUESTIONS COMMONLY ASKED BY OUR PARTNER AGENCIES**

### **1. If we fill out the Agency Application, what determines whether we will become a Jesuit Volunteer Corps Northwest Partner Agency?**

JVC Northwest seeks agencies that understand and support the JV/AmeriCorps Member's participation in the entire JVC Northwest program. The JVC Northwest staff selects placements in late January. This selection process is based on the information provided on the agency application form, personal contact with the JVC Northwest Area Director, and, if applicable, past experience with the agency. The JVC Northwest staff determines which placements most closely fit our "Goals and Criteria in the Selection of Volunteer Placements with JVC Northwest" (see above for details). JVC Northwest is realistic about our ability to fill the position with a JV/AmeriCorps Member, given skills needed for the position, the number of available applicants, and the background of the applicants.

### **2. If our agency is accepted as a placement in late January, are we certain to get a JV/AmeriCorps Member?**

JVC Northwest makes every effort to fill every placement we accept. Occasionally, a placement is not filled because of the number or qualifications of the applicants. Our goal is to make a good match between placements and applicants.

### **3. What if our agency is not able to pay the placement fee in one lump sum?**

JVC Northwest provides the option of an installment plan of three payments.

### **4. Does the applicant have to meet some criteria before they are referred to our agency?**

JVC Northwest requires applicants to be at least 21 years of age and have either significant work or service experience or a college degree. Almost all JVC Northwest applicants are college graduates, with some having advanced degrees. JVC Northwest applicants go through a screening process that includes numerous background questions, a college transcript, a self-evaluation, three confidential references, two essays and a lengthy phone interview by the JVC Northwest staff. Applicants commit themselves to a year of service and agree to conduct themselves in ways consistent with the four JVC Northwest values. JVC

Northwest recommends to the placement agency only an applicant whom we believe suits the agency's needs. *However, it is up to the agency to make the final determination of the suitability of the applicant.*

**5. How will my agency evaluate an applicant?**

JVC Northwest forwards to the Partner Agency a copy of the prospective JV/AmeriCorps Member's resume and relevant references. The JVC Northwest Area Director discusses the application with the agency. The agency then reviews the application and interviews the applicant. While a phone interview is usually the norm due to the geographical distance of the applicant, agencies are welcome to interview in person when possible. JVC Northwest conducts a National Sex Offender Public Registry, a state background check on the potential volunteer for the state where the JV will serve and from where s/he made application to JVC Northwest, and an FBI criminal record check, as required for participants in the AmeriCorps program.

**6. What is the success rate of a JV/AmeriCorps Member?**

We have a 95% retention rate for our JV/AmeriCorps Members. However, there is a possibility that a JV/AmeriCorps Member may leave his/her position early. JV/AmeriCorps Members may leave because of a family crisis or family pressures or because they feel unable to succeed in the JVC Northwest program or the service site. The JVC Northwest staff makes every effort to support the JV/AmeriCorps Member, the JVC Northwest community, and the Partner Agency in order to work through conflict and create a positive service experience in order to avoid the early departure of a JV/AmeriCorps Member. It happens, though rarely, that JVC Northwest or the Partner Agency asks a JV/AmeriCorps Member to leave. If a JV/AmeriCorps Member leaves for any reason, we cannot refill a vacated placement until the following August. The Placement Agreement covers the financial consequences of each of these situations for JVC Northwest and for the placement agency.

Competent and caring supervision by the agency is a critical factor that can reinforce a JV/AmeriCorps Member's desire to succeed. If you would like to contact an agency similar to yours that has experienced hosting a JV/AmeriCorps Member, please call the JVC Northwest office for a referral.

**7. What kind of training will a JV/AmeriCorps Member have?**

Most JV/AmeriCorps Members have a college education, many have previous volunteer or other work experience, and some have special qualifications for particular service sites. JVC Northwest provides a mandatory five-day orientation for all JV/AmeriCorps Members that focuses on the values of the JVC Northwest program and AmeriCorps requirements.

**8. What training is the agency expected to provide?**

The Partner Agency is expected to provide prompt and sufficient service-specific training and orientation to help the JV/AmeriCorps Member feel comfortable and become effective in his/her role at the Partner Agency.

**9. How many hours of service per week does a JV/AmeriCorps Member provide?**

Ordinarily, a JV/AmeriCorps Member is required to serve 40 hours a week (eight hours a day, five days a week with two consecutive days off per week, one being Saturday or Sunday, and evening or overnight service should not exceed two nights per week). If an operating site requires a JV/AmeriCorps Member to serve during the evening or overnight, it is required that there be scheduled times off to accommodate the JV/AmeriCorps Member's community household meetings and JVC Northwest - sponsored retreats. Placements that require overnight shifts must explicitly note this request in their position description, citing the hours and frequency in which overnights will take place. JV/AmeriCorps Members cannot serve alone on an overnight shift. A full-time JV/AmeriCorps Member must complete at least 1700 hours of service to qualify for their education award at the end of service, and sleeping hours during service time do not count toward these hours.

**10. How much time off is an agency required to provide for a JV/AmeriCorps Member?**

The JVC Northwest policy is two weeks (ten service days) **total** vacation for the JV/AmeriCorps Member. Individual agency holidays are in addition to this time. The JV/AmeriCorps Member may save their ten vacation days until the end of the service year, if they have not yet been used during the year. JV/AmeriCorps Members serving in schools will receive the same vacation time as staff, to be taken during school holidays. This time is considered their "two weeks" of vacation. Any alternative vacation time must be negotiated between the JV/AmeriCorps Member and the Partner Agency. Time off from service will be given to the JV/AmeriCorps Member for travel and attendance at the JVC Northwest-sponsored retreats on pre-determined dates. Two service days must customarily be given around a weekend in connection with each retreat. Time off for JVC Northwest retreats is not to be considered part of the JV/AmeriCorps Member's vacation time. If an overnight trip or extra hours are required as a part of their service, it is our expectation that the Partner Agency will act in goodwill regarding accommodating the JV/AmeriCorps Member's service hours.

**11. What are the liability insurance requirements for my agency?**

**The agency must include the volunteer as an insured under its general liability coverage. We request the agency to include JVC Northwest as a named insured since the Placement Agreement includes a "hold harmless" provision with respect to JVC Northwest. JVC Northwest must have a copy of the agency's Certificate of Liability Coverage on file either by the time the JV/AmeriCorps Member starts at the agency or no later than August 31, 2012.**

**12. What is JVC Northwest's policy on vehicles and JV/AmeriCorps Members?**

1. JVC Northwest does not provide cars for JV/AmeriCorps Members or their communities and does not provide vehicle insurance for JV/AmeriCorps Members.
2. We prefer JV/AmeriCorps members not to bring cars for their year of service and we will be talking with potential applicants to discourage them from bringing a car.
3. We strongly encourage you as an agency NOT to require a JV/AmeriCorps Member to bring a car for the following reasons:

- a. One of our four core values is “simple living” – we would like to encourage JV/AmeriCorps Members to learn to live without a vehicle to reduce the dependence on these resources.
  - b. Due to liability concerns, JV/AmeriCorps Members may not use a personal vehicle to transport clients.
  - c. JVC Northwest has had trouble filling positions requiring the JV/AmeriCorps Member to have a vehicle.
4. If a position requires a car, the Partner Agency is to provide the vehicle and cover the liability of any transportation of clients.
  5. Requiring a JV/AmeriCorps Member to have a personal car for a position will be a key factor and may jeopardize your acceptance as a Partner Agency.
  6. Partner Agencies are no longer responsible for providing travel costs to and from the placement site, but JV/AmeriCorps Members must be scheduled during times when it is safe and feasible to walk, bike, or use public transportation.
  7. In the event that a Partner Agency requires the JV/AmeriCorps Member to bring a personal a vehicle for their service and the Agency is accepted, a transportation agreement between JVC Northwest, the JV/AmeriCorps Member, and the Partner Agency will be signed.

**13. How would my agency benefit from having a JV/AmeriCorps Member?**

JV/AmeriCorps Members bring energy, personal caring, a fresh optimism and perspective, often a faith-centered motivation, a strong educational background, good hearts and goodwill to the agencies and the persons they serve. JV/AmeriCorps Members serve full-time for social and ecological justice in placements with those marginalized in our society, including people who experience poverty, hunger, disabilities and abuse, as well as in advocacy and environmental justice organizations through the Northwest. The agencies with whom JVC Northwest partners significantly increase their capacity to respond to the needs of their local community with JV/AmeriCorps Members.

**14. What might be some disadvantages of having a JV/AmeriCorps Member in our agency?**

A JV/AmeriCorps Member makes a one-year commitment. While some JV/AmeriCorps Members stay on more than one year, there is no obligation for them to keep the same placement. Additional year JV/AmeriCorps Members bring to agencies a higher level of experience. Typically, first year JV/AmeriCorps Members are in their early to mid-20s, have limited work experience, are new in their professions, and may have little or no training and experience specific to the agency's clientele. If a site requires an exceptional amount of training, or a longer time commitment to gain the trust of those being served, then JV/AmeriCorps Members may not be the best choice for an agency.

# RESPONSIBILITIES OF JVC NORTHWEST PARTNER AGENCIES

The Placement Agreement governs the relationship among JVC Northwest, the Partner Agency, and the JV/AmeriCorps Member.

*Sample Placement Agreement for a full time JV/AmeriCorps Member in the Lower-48, 2011-2012. The 2012-2013 fees will be slightly higher.*

## I. PURPOSE:

This document defines the responsibilities among Jesuit Volunteer Corps (JVC) Northwest and the Partner Agency (hereinafter referred to as "Partner Agency") and the full time JVC Northwest AmeriCorps Member (JV AmeriCorps Member).

Partner Agency: \_\_\_\_\_

JV AmeriCorps Member: \_\_\_\_\_

Term of Service: From: August 8, 2011 To: July 31, 2012

## II. RESPONSIBILITIES of the PARTNER AGENCY

### A. Financial Duties of the Partner Agency

1. Remit to JVC Northwest a placement fee of \$7925.
2. Placement fee per JV AmeriCorps Member in the states of Idaho, Montana, Oregon and Washington for one year. Payment may be made in advance, in full, to the JVC Northwest office, or in three payments as outlined below:

\$3,525 due September 15, 2011 (after September 30th a late fee of \$100 will be charged)

\$2,200 due December 15, 2011 (after December 31st a late fee of \$100 will be charged)

\$2,200 due February 15, 2012 (after February 29th a late fee of \$100 will be charged)

- If the Partner Agency releases the JV AmeriCorps Member for cause as outlined in the Site Supervisor Manual, if the JV AmeriCorps Member leaves the program, within the first 30 days from the first day of service, JVC Northwest will retain \$880 (25% of the first payment of \$3,525);
- If the JV AmeriCorps Member leaves for any of the above reasons effective from 31 days to 90 days of the first day of service, JVC Northwest will retain the first payment of \$3,525;
- If the JV AmeriCorps Member leaves for any of the above reasons after 90 days and before April 1, 2012, the Partner Agency will be responsible to pay \$650 for each month or part of month that the JV AmeriCorps Member serves in the Partner Agency after 90 days and before April 1, 2012;
- As of April 1, 2012, there will be no refund to the Partner Agency from JVC Northwest if a JV AmeriCorps Member leaves for any of the above reasons.

3. Transportation / Travel Cost:

#### a. Cars:

JVC Northwest does not provide cars for JV AmeriCorps Members or JV AmeriCorps communities and does not provide vehicle insurance for JV AmeriCorps Members. **If a JV AmeriCorps Member's vehicle is used for transportation during the service day, the Partner Agency shall cover all costs of providing that transportation.** If the Partner Agency requires the JV AmeriCorps Member to bring a vehicle, the Partner Agency and the JV AmeriCorps Member shall make an agreement on transportation costs and reimbursement before the JV AmeriCorps Member accepts placement at the Partner Agency. In this transportation agreement, the Partner Agency shall

have, at a minimum, the responsibility to pay for the following: 1) re-licensing the JV AmeriCorps Member's vehicle, if required; 2) the minimum liability insurance required by law; 3) at least half of the cost of collision coverage; 4) the first \$300 expended for maintenance and repair combined; and 5) direct reimbursement for receipted gas expenditures by the JV AmeriCorps Member for service-related transportation. In the alternative, the Partner Agency and the JV AmeriCorps Member may agree to a per-mile reimbursement if it is equivalent to the foregoing minimum responsibility. The JV AmeriCorps Member must present receipts for above mentioned costs.

b. End of service

At the end of service, the Partner Agency arranges and pays the JV AmeriCorps Member's travel by purchasing a ticket to the locale of the JV AmeriCorps Member's permanent residence as listed on his/her application to JVC Northwest or to her/his new residence.

The minimum travel cost required is:

- a. JV AmeriCorps Members placed in Oregon, Washington, Montana, and Idaho:
  - Most economical and safe travel by bus, train, plane ticket to permanent/new residence, and
  - \$20/day for food during travel days.
- b. JV AmeriCorps Members serving an additional year:  
Cost to be paid by the Partner Agency where the JV AmeriCorps Member has been most recently serving:
  - Least expensive and safe ticket to Orientation site where the JV AmeriCorps Member will be serving (in JVC Northwest or JVC), and
  - \$20/day for food during travel days.

The Partner Agency does not deliver the ticket until after confirming with the JVC Northwest Area Director that the departure date has been approved by JVC Northwest and by the Partner Agency. If the Partner Agency releases the JV AmeriCorps Member for cause, the Partner Agency is responsible for the JV AmeriCorps Member's travel cost from the placement locale as provided in II. A.3.b.1).

If the JV AmeriCorps Member resigns or is asked to leave the JVC Northwest program within the first 90 days of the program year or is released for cause from the Partner Agency (outlined in the Member Contract, Addendum A, pg. 5), the JV AmeriCorps Member is responsible for her/his travel home. If the JV AmeriCorps Member leaves after 90 days, the Partner Agency agrees to pay the percentage of the JV AmeriCorps Member's travel cost as provided in II. A.3.b.1) corresponding to the number of weeks served.

4. Provide liability insurance for the JV AmeriCorps Member and send proof of liability insurance to JVC Northwest.
5. Indemnification: The Partner Agency holds harmless and shall defend and indemnify Jesuit Volunteer Corps Northwest and its officers, agents and employees against all claims, demands, actions and suits, including attorney fees and costs, brought against any of them arising in connection with the JV AmeriCorps Member's service.

## B. Nonfinancial Responsibilities of Partner Agency

1. Provide site specific training and orientation including guidelines, regulations, and policies (including vacation and time away policies) of the site.
2. Retreats and Vacation Time:
  - a. Retreats: Time off from service will be given to the JV AmeriCorps Member for travel and attendance at the JVC Northwest-sponsored retreats on pre-determined dates. Two service days must customarily be given around a weekend in connection with each retreat. Time off for JVC Northwest retreats is not to be considered part of the JV AmeriCorps Member's vacation time.

- b. Vacation: The JVC Northwest policy is two weeks (ten service days) **total** vacation for the JV AmeriCorps Member. The JV AmeriCorps Member may save their ten vacation days until the end of the service year, if they have not yet been used during the year. JV AmeriCorps Members serving in schools will receive the same vacation time as staff, to be taken during school holidays. This time is considered their “two weeks” of vacation. Any alternative vacation time must be negotiated between the JV AmeriCorps Member and the Partner Agency
- c. Community Time: Service hours will be set and adjusted in order to make reasonable provision for the JV AmeriCorps Member's JVC Northwest community commitments, such as weekly community meetings
- d. Provide position description for the JV AmeriCorps Member) utilizing the efforts of such JV AmeriCorps Member.
- e. In developing these position descriptions, Service Site agrees that no JV AmeriCorps Member assigned under this Agreement shall participate in or use funds from the Corporation for Community and National Service for the following activities:
  - 1) Attempting to influence legislation;
  - 2) Organizing or engaging in protests, petitions, boycotts or strikes;
  - 3) Assisting, promoting or deterring union organizing;
  - 4) Impairing existing contracts for services or collective bargaining agreements;
  - 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
  - 6) Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
  - 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
  - 8) Providing a direct benefit to –
    - a. A business organization for profit;
    - b. A labor union;
    - c. A partisan political organization
    - d. A nonprofit organization that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative and
    - e. An organization engaged in the religious activities described in point (7) of this section, unless Corporation assistance is not used to support those religious activities;
  - 9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
  - 10) Providing abortion services or referrals for receipt of such services; and
  - 11) Such other activities as the Corporation may prohibit.

**NOTE: Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing the above activities.**

- f. Provide day-to-day supervision of the activities of the JV AmeriCorps Member and ensures weekly meetings between the site supervisor and the JV AmeriCorps Member.
- g. Consult with Area Director before any significant change is made in the JV AmeriCorps Member's service position description and/or schedule.
- h. Facilitate and document the mid-year and end-of term performance evaluation of assigned JV AmeriCorps Member.
- i. Ensure that the site supervisor checks JV AmeriCorps Member service logs for accuracy and electronically approve the time logs on a monthly basis.
- j. Allow JV AmeriCorps Member to participate in Days of Service, such as Martin Luther King Holiday, National Volunteer Week, Make a Difference Day, should activities be organized in the communities where the JV AmeriCorps Member is in service.
- k. Whenever possible, there should be evidence of the usage of the AmeriCorps name and logo in printed materials, or signs.
- l. Site supervisors will assist the JV AmeriCorps Member in gathering data requested by JVC Northwest for performance measures and/or reports to the Corporation for Community and National Service and send in data as requested by JVC Northwest for AmeriCorps reporting.
- m. Apprise JVC Northwest of any federal funds used to pay the placement fee. Note: JVC Northwest is **required** to submit this information to the Corporation for National and Community Service with its annual financial report.

### III. RESPONSIBILITIES OF JVC NORTHWEST

- A. **Placement and Field Support:** The JVC Northwest AmeriCorps Program works with both the JV AmeriCorps member and the Partner Agency to ensure compliance with the AmeriCorps grant provisions.
  1. JVC Northwest will make reasonable efforts to identify and recommend a reasonably suitable JV AmeriCorps Member for each partner agency, placement and locale.
  2. JVC Northwest will conduct the following background checks on each JV AmeriCorps Member, as required by the Corporation for National and Community Service: a state background check from the state in which they will serve, a state background check from the state where the JV AmeriCorps Member made application, an FBI national background check, and a National Sex Offender Public Registry (NSOPR) check.
  3. JVC Northwest provides a general JV AmeriCorps Member Orientation session of five days in August, plus three retreats.
  4. JVC Northwest distributes a placement handbook, site supervisor manual and provides a site supervisor orientation via conference call in July.
  5. JVC Northwest notifies agencies of existing and new AmeriCorps regulations and policies and provides any updates to site supervisors within 30 days of additions or changes.
  6. JVC Northwest provides an Area Director, who has responsibility for approximately 25 JV AmeriCorps Members and four community households. The Area Director makes two scheduled visits each year to each community. The first visit involves an in-depth meeting with the site supervisor and the JV AmeriCorps Member. The Area Director monitors the site for AmeriCorps compliance on the

fall visit and completes the site monitoring form by December 1, 2011. The site supervisor receives a copy of the site monitoring evaluation. The second Area Director visit offers the possibility of meeting with the Partner Agency Supervisor on an as-needed basis. The Area Director relates on an ongoing basis with the JV AmeriCorps Member to offer encouragement, support and accountability

7. JVC Northwest provides a local support person or team for each community to act as an information resource and friend to the Jesuit Volunteer community.

#### **B. Financial Responsibilities of JVC Northwest**

1. JVC Northwest will pay the JV AmeriCorps Member his/her living allowance in equal amounts distributed across 12 months.
2. JVC Northwest will pay FICA; health insurance premiums (except for those JV AmeriCorps members who have waived their right to insurance coverage in the JVC Northwest plan), and workers' compensation premiums for the JV AmeriCorps Member.
3. JVC Northwest will pay the rental costs for JV community houses directly to landlords on behalf of the JV AmeriCorps Member. JVC Northwest will use any balance of the housing fund identified in Section V. L. to cover other housing-related expenses.

#### **IV. JOINT RESPONSIBILITIES OF PARTNER AGENCY AND JVC NORTHWEST**

The parties to this Memorandum of Understanding agree to the following:

- A. Make every reasonable effort to ensure that the health and safety of JV AmeriCorps Members are protected during the performance of their duties.
- B. Neither JVC Northwest nor the service site shall assign or require JV AmeriCorps Members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- C. Avoid placing related persons in supervisor-supervisee relationships or other roles that could lead to a conflict of interest.

#### **V. RESPONSIBILITIES OF THE JV AMERICORPS MEMBER**

- i. The JV AmeriCorps Member makes a firm commitment to complete their full term of service as specified on the top of page two of this Placement Agreement. The JV AmeriCorps Member will not seek to break this commitment unless the reason qualifies as a "compelling personal circumstance" as outlined in the site supervisor manual.
- ii. The JV AmeriCorps Member affirms the JVC Northwest Values Covenant, previously signed as a condition of acceptance into JVC Northwest, with respect to living the four JVC Northwest values.
- iii. The JV AmeriCorps Member will uphold all tenets of the AmeriCorps Member contract he/she signed at Orientation.
- iv. The JV AmeriCorps Member is to:
  1. attend and participate in the JVC Northwest Orientation Week.
  2. participate in Community meetings (to be held at least weekly).
  3. participate in Spiritual sharing/Reflection gatherings (to be held at least weekly).
  4. live in their assigned JV Community and attend regular community meals and activities as decided by the community.
  5. participate in JVC Northwest-sponsored retreats.
  6. participate in the structured closure of the year with the community.

- E. The JV AmeriCorps member will complete the mid-year and end-of-year evaluations.
- F. The JV AmeriCorps member will fulfill the service description for which the JV AmeriCorps Member is accepted, plus have a readiness to participate in other activities, which are not necessarily part of the service description but are integral to the assignment and are compliant with AmeriCorps regulations.
- G. JV AmeriCorps Members are encouraged to discuss specific vacation dates with the placement supervisor early in the year.
- H. Any significant change in the JV AmeriCorps Member's community situation requires prior consultation with the Area Director.
- I. All behavior of the JV AmeriCorps Member shall promote the welfare of the JV AmeriCorps Member, his/her JVC Northwest community, and the mission of the Partner Agency and JVC Northwest. A JV AmeriCorps Member who fails to meet this standard will be considered for dismissal.
- J. In compliance with AmeriCorps regulations, the JV AmeriCorps Member is to receive no remuneration from the Partner Agency or JVC Northwest of any kind outside of the designated living allowance.
- K. The fulltime JV AmeriCorps Member receives a monthly living allowance. All JV AmeriCorps Members will share in the cost of community expenses which include, but are not limited to, food and utilities.
- L. The JV AmeriCorps Member is responsible for a housing cost of \$400 per month which includes rent and other associated housing costs. The JV AmeriCorps Member is also responsible for individual costs including, but not limited to, transportation to and from the service site as needed, medical co-pays and/or deductibles, and any other living expenses s/he incurs.
- M. If in the rare instance, a JV AmeriCorps Member makes the decision to leave JVC Northwest, s/he agrees to make reasonable effort to pay to the community account the JV AmeriCorps Member's share of outstanding community expenses related to their year of service in community.

**VI. *RESPONSIBILITIES OF ALL PARTIES***

All parties agree to uphold policies and procedures found in the JVC Northwest Placement Handbook, JVC Northwest Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook. If any party becomes aware of a policy violation contained therein, the party agrees to take immediate action in accordance with the JVC Northwest Placement Handbook, JVC Northwest Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook. JVC Northwest reserves the right to construe and interpret any conflict or ambiguities between the JVC Northwest Placement Handbook, JVC Northwest Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook policies. If any of the provisions of these policies are declared or determined by any governmental agency or court to be illegal, invalid, or otherwise unenforceable, the remaining portions, terms and provisions shall nonetheless remain in full force and effect.

**A. *Drug Free Workplace Act***

1. In accordance with the Drug Free Workplace Act, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by the Program.
2. Alcohol and drug abuse adversely affects health, service performance, creates dangerous situations and serves to undermine the community's confidence in the AmeriCorps program. The AmeriCorps Program prohibits drug or alcohol abuse on the part of its Members.
3. A site sponsor agency and/or its project may require a JV AmeriCorps Member to submit to drug testing as a condition of selection or when there is reasonable suspicion of drug use.

4. If a JV AmeriCorps Member is arrested for a drug offense, the JV AmeriCorps Member must notify their site supervisor and the Program Director in writing within five days.
5. The Program will take appropriate action including suspension and referral to a drug rehabilitation program, or release for cause consistent with the CNCS rules on termination and suspension of service.

**B. Equal Opportunity**

1. The parties agree to abide by federal laws and Corporation for National and Community Service (CNCS) policy on Equal Opportunity. An environment free of discrimination for all JV AmeriCorps members will be provided by the parties. Recognizing that our society is strengthened by the diversity of its citizens, CNCS's policy is to ensure mutual respect for all differences among us.
2. The parties agree that no person with responsibilities in the operation of the project shall harass or discriminate against any JV AmeriCorps Member, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, age, disability, or political affiliation. Harassment includes unwelcome verbal, physical or graphic conduct and has the purpose or effect of unreasonably interfering with work or service performance or creating an intimidating, hostile or offensive work or service environment.

**C. Grievance Policy**

The Partner Agency agrees to comply with the JVC Northwest Grievance Policy found in the JVC Northwest AmeriCorps Site Supervisor Manual.

**VII. INFORMATION REQUIRED FROM PARTNER AGENCY:**

- A. Service schedule (based on JVC Northwest guidelines per Partner Agency application):
- Night service (after 6:00 p.m.) should not exceed two nights per week.
  - The JV AmeriCorps Member should serve 40 hours per week (eight (8) hours per day, five (5) days per week, with two consecutive days off per week, one being Saturday or Sunday).
  - Service hours should fall within the hours that public transportation runs.

**To be completed by the site supervisor:** Please provide the days and hours of any night or weekend service that the JV AmeriCorps Member is asked to commit to regularly.

Days:

Hours:

**Please inform JVC Northwest Area Director of any changes in the above schedule. Rare changes to the service schedule are made on approval of JVC Northwest in advance of the beginning of service.**

- B. **Vacation:** The JVC Northwest policy is two weeks (ten service days) **total** vacation for the JV AmeriCorps Member. If vacation times are already set, please indicate the times of year that the JV AmeriCorps Member's vacation time will be taken: **(to be completed by site supervisor)**

C. **General liability coverage:**

JVC Northwest must have a copy of the Partner Agency's Certificate of Liability Coverage on file either by the time the JV AmeriCorps Member starts at the Partner Agency or no later than August 31. The Partner Agency can attach a copy with the signed Placement Agreement or have the insurance carrier mail a copy the Certificate of Liability Coverage to JVC Northwest, P.O. Box 3928, Portland, OR 97208-3928, or fax to 503.249.1118. **To be completed by the Partner Agency administrator:** Please list the information below:

Name of company:

Limits of coverage:

**Has JVC Northwest been added as an additional insured on your general liability policy?**

Yes \_\_\_ No \_\_\_

D. **Financial Reporting for AmeriCorps Federal Financial Report (FFR):**

**To be completed by Agency administrator:**

\_\_\_\_\_ No, we do not use any federal funds to pay our Partner Agency fee.

\_\_\_\_\_ Yes, we do use the following federal funds to pay our Partner Agency fee:

\_\_\_\_\_

Amount

\_\_\_\_\_

Name of Grant

\_\_\_\_\_

Grant # (if known)

**VIII. Authorization**

The Program Director of the JVC Northwest AmeriCorps Program, the Legal representative of the Partner Agency, the Site Supervisor of the Partner Agency and the JV AmeriCorps Member acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

**IN WITNESS THEREOF**, the parties have duly executed this Contract hereto and each party acknowledges receipt from the other party of a duly executed copy of the Contract.

**PARTNER AGENCY**

\_\_\_\_\_  
Authorized Legal Representative – SIGNATURE  
Service Site

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Legal Representative – PRINT NAME  
Service Site

\_\_\_\_\_  
Site Supervisor (if different from above) – SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor – PRINT NAME

**JVC NORTHWEST AMERICORPS PROGRAM**

\_\_\_\_\_  
Program Director – SIGNATURE  
JVC Northwest AmeriCorps Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director – PRINT NAME

\_\_\_\_\_  
JV AmeriCorps Member – SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
JV AmeriCorps Member – PRINT NAME

## ADDENDUM A

### **Jesuit Volunteer Corps Northwest AmeriCorps Program Partner Agency Requirements**

- Offer opportunities for JV/AmeriCorps Members to provide direct service
- A JV/AmeriCorps Member shall not displace any paid employee or current volunteer providing the same or similar service
- Maintain a drug-free workplace and adhere to the drug-free workplace requirements as outlined in the AmeriCorps Provisions (AC V.A.1\*)
- Comply with the JVC Northwest AmeriCorps Program grievance procedure
- Provide and maintain a safe environment for JV/AmeriCorps Members
- Comply with the AmeriCorps Provisions (AC V.A.1\*) non-discrimination requirements

### **Partner Agency Responsibilities**

- Provide general liability insurance for the JV/AmeriCorps Member
- Assign an AmeriCorps Site Supervisor who participates in the JVC Northwest AmeriCorps Program Orientation (via conference call) and who abides by the responsibilities outlined in the Site Supervisor manual, including but not limited to:
  - Provide orientation for the JV/AmeriCorps Member
  - Provide a mid-term and end-of-year evaluation
  - Approve the JV/AmeriCorps Member's monthly time logs
  - Attend one local meeting of AmeriCorps site supervisors during Area Director's fall visit
- Return completed Site Supervisor Contract upon completion of Site Supervisor Orientation conference call
- Apprise the JVC Northwest AmeriCorps Coordinator of any change in site supervisors
- Inform JVC Northwest of any federal grant money used to subsidize the JV/AmeriCorps Member, including the name of the granting agency, number of grant, and amount of grant money used
- Allow JV/AmeriCorps Members to attend service days such as Make a Difference Day, MLK Service Day
- Allow JV/AmeriCorps Members to attend JVC Northwest-sponsored events
- Display an AmeriCorps sign at the service site
- Assist the JV/AmeriCorps Member in submitting data to JVC Northwest for AmeriCorps grant performance measures
- Notify JVC Northwest in a timely manner of any problems with the JV/AmeriCorps Member's performance, including failure to report to the site, unprofessional behavior, etc.

\*AmeriCorps Provisions, available online at

[http://www.americorps.gov/for\\_organizations/manage/index.asp#provisions](http://www.americorps.gov/for_organizations/manage/index.asp#provisions)