



STEWARDS
INDIVIDUAL PLACEMENTS
A program of Conservation Legacy

AMERICORPS SUPERVISOR/MENTOR ORIENTATION

KEY TALKING POINTS



1. Conservation Legacy Overview
2. Supervisor Expectations
3. AmeriCorps
4. Prohibited Activities
5. Planned Time Off
6. Timesheet Approval
7. Risk Management
8. Member Enrollment
9. Reporting & Evaluations
10. Public Lands Hiring Authority (PLC)
11. Beyond Service Training Series
12. Closing

CONSERVATION LEGACY OVERVIEW



SUPERVISOR EXPECTATIONS

Mentoring & Supervision

- Provide mentorship & support member development
- Provide an inclusive and supportive work environment
- Provide training and constructive feedback
- Ensure project work is in alignment with position description



Administrative

- Set aside enough time for your member to review the Stewards Orientation materials during their first week
- Submit requested paperwork in a timely manner (I9, Evaluations, etc.)
- **Approve timesheets on time**
- Communicate if you have questions or concerns
- Ensure member meets *minimum* AmeriCorps hour requirement
- **IMPORTANT!** If a member leaves or is dismissed before the end date listed on their AmeriCorps Service Agreement you must alert us immediately & understand they may forfeit the entire Education Award.

WHAT IS AMERICORPS?

- Your participant is considered an AmeriCorps Member
- National and Community Service Program
- Many branches of service (State & National, VISTA, Senior Corps)
- Provides the member with their Segal Education Award
- Mission: To improve lives, strengthen communities, and foster civic engagement through service and volunteering.
- Language to Consider:
 - AmeriCorps Members not Interns
 - Completing service not work
 - Receive stipend not pay



AmeriCorps

AMERICORPS EXPECTATIONS



- Terms are designed for members to achieve their minimum required hours* by the end of their term. Buffer time is built in for time off but generally members should serve a full time schedule and not consistently serve more than that each week.
- Members successfully complete the program when:
 - a. They complete the **full duration** of their term (i.e. through to their last day)
 - b. Service hours meet or exceed the minimum amount
 - c. All **reports and final tasks** have been completed by member
 - d. All requested **evaluations** (Midterm, Final & Program) have been returned by you
 - e. All outstanding **time sheets** approved

Term Length	Minimum Required Hours
8-10 weeks	300 hours
11-16 weeks	450 hours
17-22 weeks	675 hours
23-30 weeks	900 hours
31-42 weeks	1200 hours
43-52 weeks	1700 hours

*This table shows the *minimum* required hours. Please note, it is expected that members will exceed these minimums.

AMERICORPS PROHIBITED ACTIVITIES



Members are expressly prohibited from:

- Selling or soliciting within any building or grounds for which they are serving
- Endorsing in an official capacity products or processes of commercial firms
- Use of government property for any personal use
- Accepting gifts, loans, or gratuitous services for doing or not doing their service properly
- Having direct or indirect financial interest that conflicts with their participation

AmeriCorps Service Agreement: Important Non-displacement Excerpt:

A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any

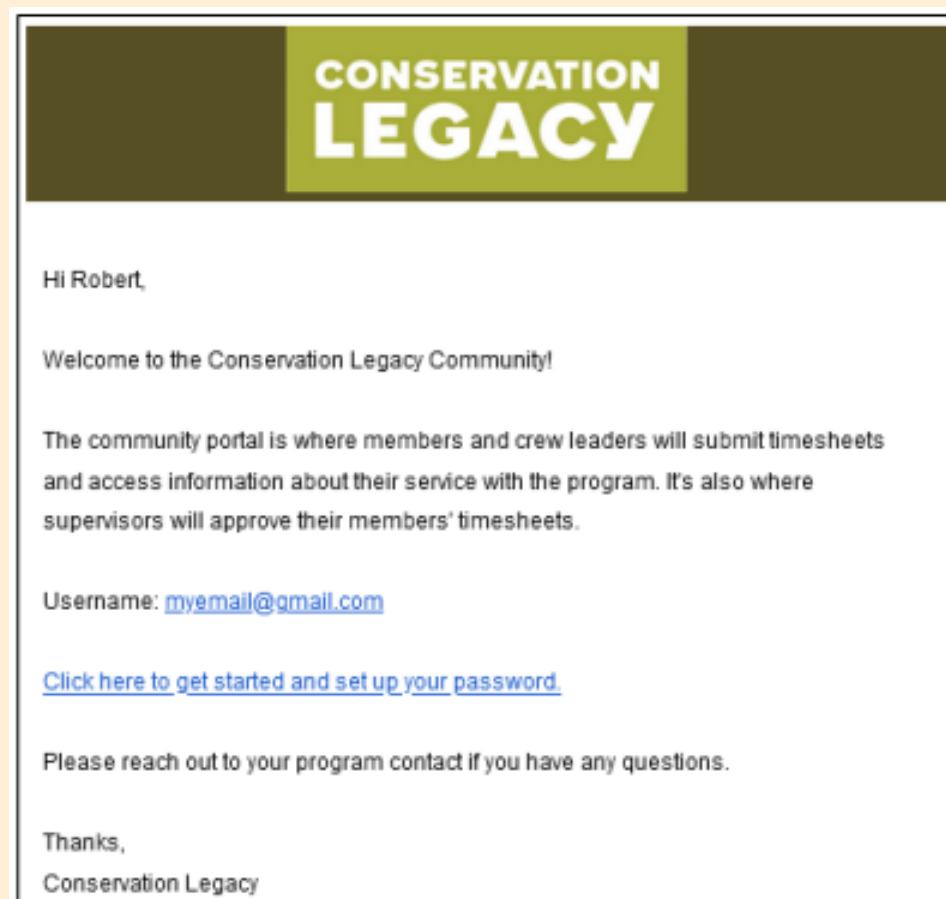
- Presently employed worker
- Employee who recently resigned or was discharged
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick)

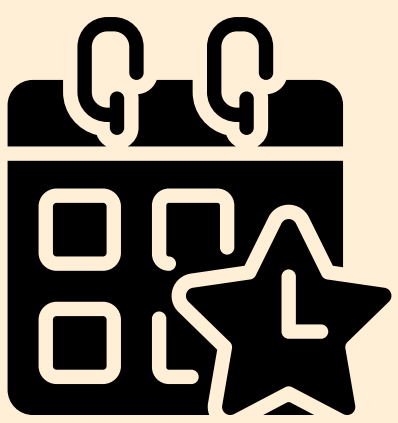
The Conservation Legacy Community Portal is where you will approve member timesheets for payroll and ensure they have served the appropriate amount of hours to receive their Education Award.

TIMESHEET APPROVAL

Login and Timesheets:

- When your member starts, you'll receive an email from Conservation Legacy (community@conservationlegacy.org) that will provide your username and a link to set up your password. Check your junk mail if you can't find it or contact your Program Coordinator
 - **Note:** This link is only works for 24-hours after the email is sent.
 - Account will set up with the Primary Supervisor as the approver.
 - *If the Primary Supervisor will be out for an extended period of time, please notify your Program Coordinator.*
- An instruction document on how to approve member timesheets along with a timesheet approval schedule is included on the resource website sent by your Coordinator.
- Members are responsible for keeping track of their timesheet submissions. You are responsible for approving hours on or before the due dates.






TIME OFF

- Please follow your site or program's protocol for approving time off and ensure that you build in time off for your member(s).
 - Time off includes: federal holidays, personal days, or sick days
- Days off do not affect their regular pay as they receive a weekly stipend amount
- Days off DO NOT count towards AmeriCorps Service Hours.
 - When approving, you must ensure their time off will not hinder their ability to achieve the minimum hour requirement.

RECORDING TIME OFF

- Members record the number of hours taken off on days off in the 'leave hours' field.
- In the online resources sent to you, there is a **guidance document** on how to review/approve timesheets and how member's should record time off.
- Allowable time off amounts vary by position and length of service, please contact your Program Coordinator or refer to position-specific materials to confirm.



Scientists in Parks supervisors: SIP has a specific time off policy to follow found on the [internal login webpage](#) 

RISK MANAGEMENT



A Provide proper training for your site's safety protocols

B Review Conservation Legacy's Worker's Comp. Guidelines

C In the event of an incident, follow our Guidelines

Most Importantly:

- Members are covered under our Worker's Compensation Plan. If an incident arises during work time, you or the member must contact us within 48 hours of the incident.
- Then, submit an Incident Report Form (IRF) in the Community Portal.
- If the member needs to seeking care, ensure they bring the '**Letter from Treating Provider**' to the treating facility, which has our insurance info on it. The member will need to provide the completed & signed Letter to their Program Coordinator. For each subsequent visit to a care facility, they must bring a new Letter from Treating Provider.

MEMBER ENROLLMENT

Onboarding Paperwork (before they start):

Each member must complete their onboarding paperwork before their start date. Stewards Enrollment Specialists will work with your member to complete all onboarding paperwork before their start date.

First Day Paperwork (on their start date):

- Non-Disclosure Agreement (SIP only) & I-9
 - You'll receive instructions on completing these items the week before your member's start date
 - Completed forms must be uploaded by the member to their Axiom onboarding account on the member's first day.
 - Please set time aside to thoroughly review and complete these documents.



REPORTING & EVALUATIONS

Member Reports

Program coordinators will send out specific instructions to your member regarding reporting requirements.

- **Qualitative Mid Term and Final:**

- A progress report of their projects and help track the program's accomplishments/challenges.
- You will receive an email copy of this report when your member submits it.

- **Monthly Accomplishments (quantitative):**

- Member is asked to complete short reports in their timesheet portal on a monthly basis.
- Please help members remember to complete these! Their measurements are provided to AmeriCorps to prove the impact of programming.



Required Evaluations

- **Mid Term** (18 weeks, 675 hrs & above):
 - Due 1/2 way through member's term
- **Final Member Evaluation:** Due last day
- **Final Partner Evaluation:** Due last day
 - Helps us gather programmatic feedback to measure the impact of your member's project.
 - Without the Partner Evaluation, we can't include their project accomplishments in AmeriCorps reporting so it is VERY IMPORTANT!

PUBLIC LANDS HIRING AUTHORITY (PLC) (NONCOMPETITIVE HIRING AUTHORITY)

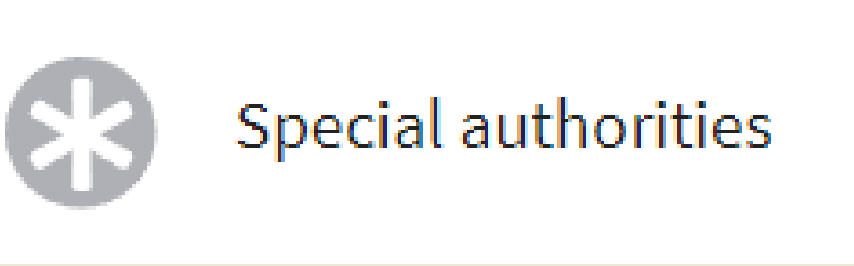


If your member serves 640 hours or more, they are eligible for the PLC Hiring Authority.

They must complete 640 hours on appropriate conservation project(s) + ***must be between ages 16–30 or up to 35 for veterans to be eligible**

Work Log – To be completed by the participant

Dates (Ex. Daily, weekly, or specific dates)	Work duties and include how they relate to an appropriate conservation project (Ex. Planted native species to restore prairie lands)	Location	Hours Worked



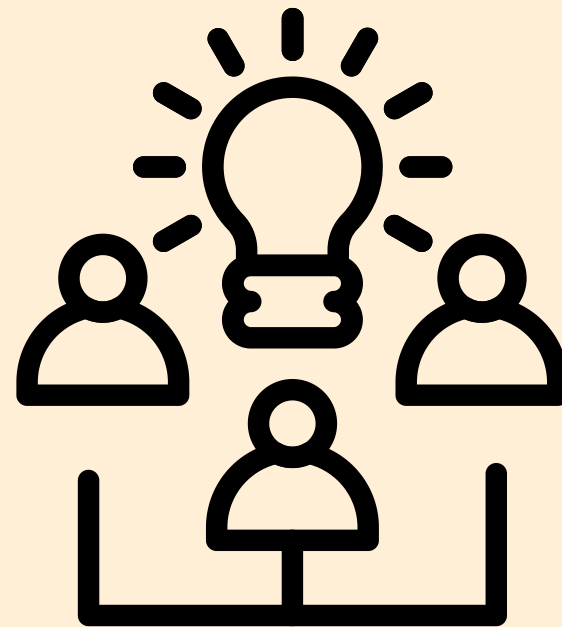
They will need to complete & Submit an **Hours Verification Form** (includes Work Log). This document will require your signature & our signature in the ‘partner’ section.

BEYOND SERVICE TRAINING SERIES

Your member will be invited to attend virtual, monthly sessions led by Conservation Legacy staff members. These sessions are meant to inspire and connect all Individual Placements (that's the member!) from across Conservation Legacy programming.

Topics include:

- Charting your path
- Supporting Pollinators
- Grant Writing 101
- Resume & Interviewing Skills
- Navigating USA Jobs and more!



Can't Attend?

If a member can't attend a session, they will be sent a recording of the session to review at their convenience.

THANK YOU!

for hosting an
AmeriCorps Member
& being a supportive
mentor!!

Important Requests from Stewards

Please inform your Program Coordinator of any changes to their supervision or end date immediately. It is important we stay informed!

Stewards uses a Restorative Justice approach to conflict resolution, so please let us know if any issues arise sooner rather than later. We are here to help!

Reach out with any questions or concerns!