



GSV PLACEMENT SITE RESPONSIBILITIES

1. Financial obligations are described more fully in the GSV Job-Site Financial Guidelines. Briefly stated they are:

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|---------------------|---------------------|
| a) Housing | d) Taxes |
| b) Utilities | f) Transportation |
| c) Food | g) Travel |
| d) Personal Stipend | h) Health Insurance |

2. The following are the non-financial obligations.

The agency and or job site should provide the volunteer with a local orientation upon his/her arrival. This should include sharing the philosophy and goals with the volunteer, introducing the volunteer to the rest of the staff, and introducing the resources and services in the area relating to their work. This helps the volunteer to feel part of the overall program.

Each volunteer is to have a written job description with clearly defined expectations, responsibilities, and hours. The job description should cover a twelve-month period. Agencies that have years which end earlier (such as schools) should have concrete suggestions for summer work for the volunteer, and are expected to pay expenses for the volunteer through the summer.

There must be someone who is designated as the volunteer's supervisor. Regularly scheduled meetings should be held between the supervisor and the volunteer to discuss the progress of the volunteer and the program and to provide guidance. The supervisor is expected to connect with the GSV staff regularly.

The agency is expected to complete a written evaluation of the volunteer in February. The GSV office will provide the evaluation form. The evaluation is to be signed by the supervisor and by the volunteer and returned to the GSV office. A site visit by GSV staff will be conducted in February or March of the volunteer year to assess how the volunteer's work is progressing and to evaluate the overall opportunities at each site.

The Good Shepherd volunteers' work schedule should be balanced. They should be given time for personal and communal needs. Volunteers must be able to make a weekly commitment to a night at home for "community night."

Each Good Shepherd volunteer will be given a two-week vacation that does not need to be accrued. They will speak to their supervisor to arrange a vacation that is acceptable to both the agency and Good Shepherd volunteer.

GSV SITE SUPERVISOR GUIDELINES

The role of the Site Supervisor is essential in enabling the Good Shepherd volunteer to deliver the best possible service to clients in Good Shepherd agencies. Through supervision the volunteer can acquire the skills needed for better job performance and for their own professional learning and growth.

It is expected that the Site Supervisor will provide the volunteer with supervision appropriate for a beginning worker in the human services field. This would include the following:

1. A written job description that includes a definition of the job, clearly defined responsibilities, and work schedule. Since the volunteers have committed themselves to a year of Christian service, it is important that there be a twelve-month job description and supervision. (Sites such as schools are requested to provide a job description for the summer months prior to the volunteers' acceptance.)
2. An orientation and training program that will provide the volunteer with a sense of the agency's commitment to service and to people. The program should include the following: the agency's policies and philosophy; overview of persons and/or structures with whom the volunteer will be working; initial skills needed to perform his/her job; and the resources and agencies in the community.
3. A working agreement, which should be mutually formulated by the supervisor and volunteer regarding the conditions of their relationship, i.e., specify frequency and duration of supervisory meetings along with the content and process for evaluation.
4. A written evaluation of volunteer's job performance. These evaluations should be based on clearly defined criteria of the volunteer's work, e.g.: practical skills and service outcomes. It is suggested evaluations take place after six months and two weeks prior to service completion. Each evaluation will be signed by the volunteer and his/her supervisor and returned to the GSV office to be kept on file.

GSV views supervision as critical to the success of the volunteer's placement. We recommend that supervisory sessions be held weekly and touch on administrative, educational, and supportive needs that the both the volunteer and the agency/program have. Administrative: ensuring the volunteer has acknowledge of administrative tasks and structure necessary to complete appropriate responsibilities; Educational: training the volunteer to meet job-related learning needs; Supportive: helping the volunteer deal with job-related stress while developing attitudes and feelings conducive to maximum job performance.

The Site Supervisor will be expected to integrate these three components of supervision to help the volunteer manage the interpersonal aspect of the work as well as the job responsibilities. We also expect the supervisor to function in an appropriate role as mediator when necessary. We encourage the supervisor to get to know the volunteer's commitment to GSV and his/her interest and desire to embody the four tenets of the program: the conviction to work for **social justice**, the desire to live in an intentional **community**, the dedication to living a **simple lifestyle**, and the will to grow **spiritually**.