

Site Visits: What to expect
PROGRAM COORDINATOR

The purpose of the Site Visit is to formally check in with the Volunteer and their Site Supervisor to see how the experience is going so far. You are responsible for scheduling and running the meeting as well as making sure that each party knows what to expect ahead of time.

Before you go:

1. Give the Volunteer the “What to Expect Handout”.
2. Confirm the time with the Site Supervisor and remind them that the Job Description is due at that time. Remind them that they should review it with their Volunteer BEFORE you come.

At the meeting:

1. Ask for a tour of the organization or school to be led by your volunteer. Even if you have been there before, have the volunteer show you around their space.
2. Review why you are here. “Just to check in, see how things are going, talk about your experience so far and to go over the Job Description.” Sometimes everyone feels like you are there to “check up” on them. We want everyone to feel comfortable and as though they are sharing their experiences with you...not necessarily giving a report on activities.
3. The revised Job Description is due in writing at this time. The Volunteer will be asked to explain the job description, as they understand, it at this meeting. **Make sure that it is clear, before you go into the meeting, that this will be expected.** The Site Supervisor and the Volunteer should have filled this form out together before you come. Make a copy of the description for the AmeriCorps files.

Ask when their regular meeting time is...just to make sure that they have one.

3. Ask the Volunteer what has been rewarding thus far....what has been difficult. (Sometimes they need to be encouraged to focus on positive aspects.)
4. Ask BOTH the Site Supervisor and the Volunteer what their hopes or expectations are for the coming months. Any goals in place? This is a way in which the Site Supervisor can give the Volunteer feedback as well as a way for the Volunteer to communicate areas they are interested/motivated to work in.
5. Check to see if anyone has questions. Does the Site Supervisor have questions about Amate House etc.?