



## 2014-2015 Site Supervisor Orientation

# NCAT MISSION

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**National Center for Appropriate Technology**

Helping people by championing small-scale, local and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources.



# ENERGY CORPS AMERICORPS PROGRAM



Helping to address unmet community energy needs by providing hands-on energy assistance, promoting sustainable energy consumption and education, fostering community sustainability and helping to mitigate the effects of global climate change.



# AmeriCorps Today

## Three Programs



**AmeriCorps  
State/National**

**AmeriCorps  
VISTA**

**AmeriCorps  
NCCC**

1. City of Fayetteville Sustainability & Resilience Department  
Bicycle Coordinator
2. Fayetteville Public Schools Sustainability Office  
Energy Corps Member
3. City of Fayetteville Community Resources Division  
Energy Corps Member



4. Ouachita Electric Cooperative  
c/o Clinton Foundation Climate Initiative  
Energy Corps Member
5. Winrock International Institute for Agricultural Development  
Energy Corps Member

# PROGRAM CALENDAR

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- × National Days of Service
- × Mid-term evaluation
- × Mid-term training
- × Host site visits
- × Final evaluation and exit forms



# MEMBER SUPPORT AND RECOGNITION

- ✖ All members assigned supervisor at host site
- ✖ Encourage weekly meetings with supervisor
- ✖ Develop service plan with performance targets
- ✖ NCAT Support – technical energy assistance, AmeriCorps specific questions, problems at host site
- ✖ Mentoring and guidance – check in calls

# MEMBER BENEFITS

- Living allowance
- Student loan deferment
- Health care and child care for full time members [PPT](#)
- Training and career development
- Segal AmeriCorps Education Award to pay for college or pay back student loans
- Eligible for public programs such as food stamps and heating assistance (LIEAP)





# NON DISCRIMINATION

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- ✖ It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veterans status.

# REASONABLE ACCOMMODATION

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- ✖ Reasonable accommodation is any modification or adjustment to a program site that will enable a qualified applicant or AmeriCorps member with a disability to participate in the application process or to perform essential service functions.
- ✖ “The National Center for Appropriate Technology is committed to providing reasonable accommodations in accordance with federal and state law to qualified members, staff, or applicants with any known disability that may interfere with an applicant’s ability to compete in the selection process or an individual’s ability to perform AmeriCorps service. Reasonable accommodations are available upon request to enable an individual with a disability to enjoy equal benefits and privileges of serving with the Energy Corps AmeriCorps program.”

# PROHIBITED ACTIVITIES

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- ✕ Political Engagement
- ✕ Religious Activities
- ✕ Union Organizing
- ✕ Working for For-Profit Businesses
- ✕ Safety Risks
  - + Participating in activities that pose a significant safety risk to clients or self.



# CODE OF CONDUCT VIOLATIONS

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- + Unauthorized tardiness.
- + Unauthorized absences.
- + Repeated use of inappropriate language (i.e. profanity) at a service site.
- + Failure to wear appropriate clothing to service assignments.
- + Stealing or lying.
- + Engaging in any activity that may physically or emotionally damage other members of the program or people in the community.
- + Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs during the term of service.
- + Consuming alcoholic beverages during the performance of service activities.
- + Being under the influence of alcohol or any illegal drugs during the performance of service activities.
- + Failing to notify the program of any criminal arrest or conviction that occurs during the term of service.

# RELEASE FROM TERMS OF SERVICE

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- ✖ The member may be released by the Program from the term of service in the following two ways:
  - + Suspension
  - + Termination
  
- ✖ The member understands that he/she may be released for the following two reasons:
  - + For cause or
  - + For compelling personal circumstances

# SERVICE HOURS

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- 1700/900 hour minimum
- Direct Service Hours
  - Time spent directly meeting human needs at your host site
  - At least 70% of your service
- Member Development Hours
  - Time spent working toward personal/professional goals (workshops, training, etc.)
  - No more than 20% of overall service commitment
- Fundraising Hours
  - Raising funds or donations for events or specific projects is allowed
  - No more than 10% of overall service commitment
  - Not a service requirement
- Community Service Outside of Program
  - No more than 5% of overall service commitment



# MEMBER TIMESHEET PROCEDURES

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- ✖ Due to NCAT on first business day on or after the 1<sup>st</sup> and the 16<sup>th</sup> of each month
- ✖ Must be submitted by 11am
- ✖ Pay day on the 7<sup>th</sup> and 22<sup>nd</sup> of each month
- ✖ Late timesheets will result in withholding checks
- ✖ Recurring late timesheets will result in use of disciplinary actions

# MEMBER TRAVEL POLICIES

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- ✖ NCAT will cover the travel costs of members traveling to NCAT organized trainings and service events
- ✖ Program staff will complete pre-travel forms and arrange travel with members and NCAT's travel coordinator
- ✖ When traveling, members will receive reimbursement for mileage, lodging, and per diem
- ✖ Members will complete travel reconciliation forms after travel has been completed
- ✖ Forms must be approved by the member and program director
- ✖ Host sites are responsible for all other travel costs

# PERFORMANCE MEASURES

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- ✖ Hands on energy assistance to 100 individuals
- ✖ Energy education and outreach to 1,200 individuals
- ✖ 50 hours of green jobs/energy training for every member



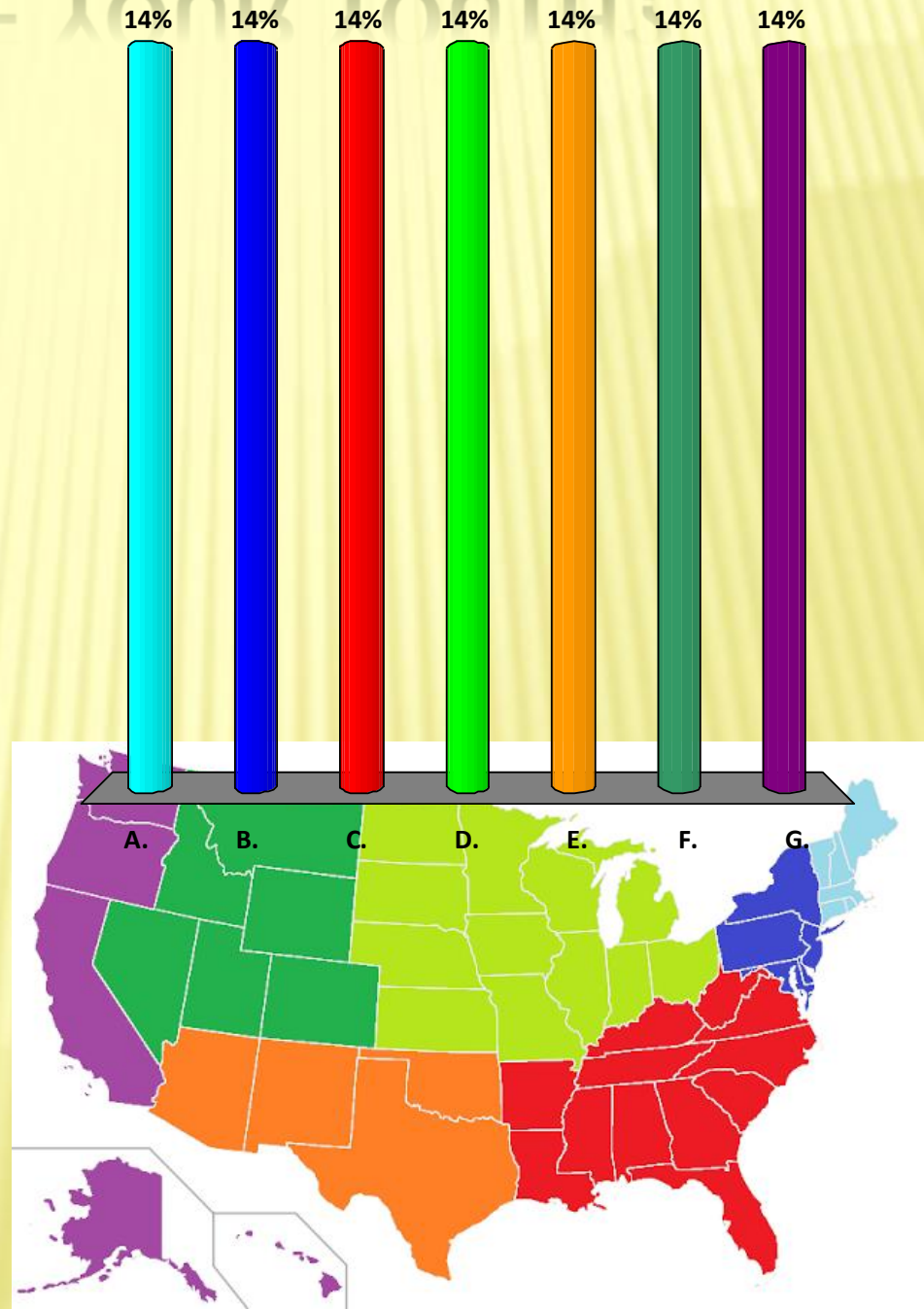
# TURNING TECHNOLOGIES



- × Audience response technology
- × Engage audience
- × Collect data
  - + *Get ready to click!*

# IN WHICH AREA OF THE COUNTRY DID YOU SPEND MOST OF YOUR YOUTH?

- A. New England
- B. Mid-Atlantic
- C. The South
- D. Midwest
- E. Southwest
- F. West
- G. Pacific Coast + Islands







I will get things done  
for America to make our people safer,  
smarter and healthier.

I will bring Americans together to  
strengthen our communities.

When faced with apathy I will take action.

When faced with conflict I will seek  
common ground.

Faced with adversity I will persevere.

I will carry this commitment with me this  
year and beyond.

I am an AmeriCorps member and

**I Will Get Things Done**