



Energy Express Site Supervisor 2008 Summer Program for School-Age Children

Qualifications:

- ◆ No professional contract that overlaps Energy Express program dates of **June 10 – August 1** (Exceptions made for extension of school year due to snow days)
- ◆ A bachelor's degree awarded prior to June 10, 2008 or a combination of education and experience (High School Diploma or GED and four years of full-time DIRECTLY related experience at a commensurate level **or** Associate Degree and two years of full-time DIRECTLY related experience at a commensurate level)
- ◆ Energy Express experience as a site supervisor or AmeriCorps member preferred*
*Preferred has weight in the screening process, but not in the interviewing and final selection process (WVU Human Resources).

Required Knowledge, Skills, and Abilities:

- Ability to maintain commitment to the goals, philosophy, and model of Energy Express
- Knowledge of children's reading and children's literature
- Ability to train AmeriCorps members in the components of the Energy Express model
- Ability to establish and maintain relationships with young adults
- Ability to supervise and hold accountable 5-9 college students serving as AmeriCorps members and support them in meeting program objectives,
- Ability to help AmeriCorps members reflect on service experiences
- Ability to serve as a positive role model for AmeriCorps members, volunteers, and children
- Ability to develop rapport with the community

Salary:

- \$4,500 (June 10- August 1)

The Energy Express Site Supervisor will:

- Be an active participant in site leadership training at one of two times (**April 3-5** in Morgantown or **April 10-12** in Oak Hill); meals and lodging provided. First year site supervisors must attend the entire three day training beginning on Thursday morning while experienced site supervisors must attend Friday and Saturday.
- Serve as site supervisor from **June 10 – August 1** with no absences.
- Complete a minimum of six hours a day on site with the site team and a minimum of 300 hours from June 10 through August 1.
- Provide training for AmeriCorps team members and participate in all activities at statewide team training including the National Service swearing-in ceremony, **June 11 - 13** at West Virginia Wesleyan College; meals and lodging provided.
- Supervise and train AmeriCorps members beginning June 10 through August 1 including some evenings and weekends.

- Set an overall positive and productive tone for the program, staying focused and committed to the program's goals, philosophy, and model.
- Facilitate daily team meetings and training throughout the program.
- Facilitate team reflection at least twice a week.
- Evaluate the performance of AmeriCorps members at least twice during the program.
- Work with county Extension agent or Energy Express county contact to:
 - Support site team in their group AmeriCorps community service project.
 - Promote AmeriCorps national identity.
 - Ensure media involvement at the site.
 - Plan and implement a site open house, preferably in the fifth week of the program.
 - Plan and participate in Celebration of Service event the sixth week of the program.
- Support AmeriCorps members in conducting home visits and maintaining contacts with families.
- Provide a welcoming atmosphere, support, and recognition for AmeriCorps members, volunteers, visitors, parents, and children.
- Maintain a sense of teamwork and cooperation among all those involved in the program.
- Maintain open and honest communication with all those involved in the program.
- Assume responsibility for facility and equipment and be present when the facility is in use by Energy Express. Ensure that the facility is left in good condition when the program is over.
- Assume responsibility for materials and supplies. Supervise AmeriCorps members and volunteers in completing a supply inventory and packing supplies and resource materials when the program is finished.
- Maintain children's records, assist with evaluation, and complete required reports and forms by established deadlines.
- Provide county contact with a copy of all paperwork submitted to state Energy Express office.
- Assist in planning and participate in a regional reflection and celebration of service with several other Energy Express sites during the last week of the program.
- Perform other duties as needed.

NOTE:

A site supervisor cannot be assigned to a site where his/her immediate family member (husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, and separated spouse) is an AmeriCorps member.

Previous experience in Energy Express does not guarantee selection for the current year. Performance assessments from those applicants with previous Energy Express experience will be taken into consideration.

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Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise as necessary.



4-H Youth Development

