

MONTANA CAMPUS CORPS – ROLES AND RESPONSIBILITIES

Working as a team, the following individuals enable Campus Corps to fulfill its mission and continue to grow as a successful service program:

- ◆ Program Management Team (Program Manager, Network Services Director, and Operations Manager at MTCC Network Office in Missoula)
- ◆ Campus-based Supervisors (At MTCC campuses throughout Montana)
- ◆ Service Site Supervisors (At service sites throughout Montana)
- ◆ Campus Corps Team Leaders (At MTCC campuses hosting Campus Corps Teams)
- ◆ Campus Corps members (At MTCC campuses throughout Montana)

Program Management Team

Montana Campus Corps employs a Program Manager, Network Services Director, and Operations Manager, housed at the Montana Campus Compact Network Office in Missoula, to oversee program activities across the state. The following is an overview of their primary responsibilities.

Administration

- Develop and submit proposals for AmeriCorps programs
- Submit progress reports to the grant funder, based on activities across the state
- Oversee sub-grant budgets and approve requests for reimbursement
- Ensure compliance with federal regulations (member records, expenditures, etc.)

Program Operations

- Serve as a liaison to statewide service partners (Governor's Office of Community Service, Office of Public Instruction, other statewide AmeriCorps Program Managers, Corporation for National and Community Service State Office)
- Develop and implement systems for evaluating program impact
- Provide training, technical assistance, and consultation to Campus-Based Supervisors
- Provide member orientations, staff training, and program development on campuses where there is no community service office
- Secure placements for members at MTCC member institutions
- Develop and distribute promotional materials for the program
- Identify potential partners and resources across the state
- Monitor and support Campus Corps-related activities across the state

Member Support

- Monitor members' progress toward project objectives
- Provide training, technical assistance, and consultation to members on program specific objectives as well as citizenship development
- Ensure that members are involved in appropriate activities as defined in the AmeriCorps Provisions

Campus-Based Supervisors

Higher Education institutions affiliated with the Montana Campus Compact are eligible to apply for one or more Campus Corps members to be supervised by campus-based individuals. Campus-based Supervisors are a critical component of Campus Corps, bringing day-to-day management, oversight, and supervision of all Campus Corps projects. They are also the primary contact or liaison with organizations and partners in the community.

Administration

- Submit annual proposal to participate in Campus Corps
- Approve and comply with the sub-grant agreement from Campus Corps (budget, provisions, deadlines, etc.)
- Submit quarterly expenditure reports
- Ensure that stipended members are on campus payroll to receive stipend and/or work-study funds
- Submit member paperwork in a timely manner (timelogs, enrollment forms, reporting and evaluation forms, etc.)

Program Operations

- Work with community partners to identify specific projects in which to engage members
- Formalize agreements with community partners regarding the specific goals and objectives members will work toward and the responsibilities of the partnering agency
- Serve as a liaison to community partners and other streams of service (e.g. Retired Senior Volunteer Program, Foster Grandparents, and other AmeriCorps Programs)
- Assist members in developing strategies to engage student Non-AmeriCorps Member Volunteers (NAMVs) in community service
- Work with their home institutions to gain support for community service and Campus Corps
- Attend required meetings for supervisors
- Oversee and adhere to program evaluation requirements

Member Support

- Assist with recruiting members to work on specific service projects
- Provide training to members, specific to their on-campus responsibilities
- Develop specific goals to assist members with achieving the Citizenship Competencies
- Develop specific goals and objectives for all member projects
- Provide day-to-day supervision for member activities
- Ensure that members are involved in appropriate activities as defined in the AmeriCorps Provisions and according to agreements made with the Project Manager
- Responsible for making sure members comply with requirements of the Member Agreement, including attending all required trainings and service projects
- Conduct regular meetings and check-ins with member(s)
- Conduct performance reviews in the middle and at the end of stipended members' terms of service
- Alert the Program Manager of training/technical assistance needs and/or problems concerning members and the program

Service Site Supervisors

Service Site Supervisors, based at community service organizations across the state, play a critical role in the supervision and development of Campus Corps members. Service Site Supervisors supervise members at their community service site(s) and ensure that members are 1) performing the duties listed in the job description, and 2) that members are performing regular service hours.

Responsibilities

- Work with the campus to identify specific projects in which to engage members
- With the campus, develop a valid work plan or job description for each member
- When possible, help campus with selection of member(s)
- Give on-going support and guidance to member(s)
- Be consistently available and accessible to member(s) through phone and email and with regularly scheduled in-person meetings
- From the beginning, consider the sustainability of the member(s) projects
- Utilize member(s) according to the work plan or job description (and according to the campus objectives or goals)
- Contact the campus if the project goals change
- Provide consistent communication with the campus regarding member performance and progress toward goals

Campus Corps Team Leaders

In 1996, Team Leaders were added to the Campus Corps structure in an effort to bring cohesiveness to campus teams. Team Leaders are Campus Corps members who provide additional leadership and support to Campus-based teams. Team Leaders work full-time, are not students, and serve 1700 hours in one year. Because most teams focus on a multitude of issues and projects—from coordinating afterschool projects to participating in community-wide clean-up projects—Team Leaders link members together and keep them focused on the common mission of the program. They are also expected to “anchor” the team, taking on additional responsibilities and ensuring the team’s overall progress toward objectives.

Responsibilities

Possible Team Leader responsibilities include:

- Assist team members on their primary service assignments, offering technical assistance and support
- May oversee a specific service project (no more than 30% of their time)
- Arrange for or provide training to team members
- Assist team members with citizenship development
- Organize opportunities for team building, including team service projects, social opportunities, and reflection
- Oversee team evaluation efforts, monitoring progress toward objectives
- Coordinate logistics related to statewide trainings and other events
- Facilitate team meetings
- Assist with “trouble-shooting” team or group dynamics
- Communicate with partnering community service agencies
- Make recommendations related to the continuous improvement of the program
- Coordinate projects for national service days, including Martin Luther King Jr. Day of Service and National & Global Youth Service Day

Prohibited Activities

Team Leaders may **not** engage in any of the following activities:

- **Supervise other Campus Corps members**—including issuing verbal or written warnings to team members, releasing team members from service, signing timesheets, etc.
- *Devote all of their time to a specific project, such as serving as a full-time AmeriCorps member with a particular project*
- Oversee financial aspects of the campus program (e.g. living allowances, grant expenditure reports, etc.)
- Engage in any of the prohibited activities for Campus Corps members listed in the grant guidelines and Member Agreement (e.g. lobbying, etc.)
- Provide general administrative support for Campus-based Supervisors, or displace/supplement responsibilities of other staff.
- Provide the orientation or swearing-in for new AmeriCorps members.

Campus Corps Members

The Campus Corps members are the heart of this campus-based program, which is geared toward providing adequate training, support, and supervision to every member, and which expects members to fulfill the following responsibilities:

Responsibilities

- Attend all required trainings, team meetings, and events
- Perform all responsibilities outlined in the Site Agreement and Position Description
- Successfully reach project objectives
- Complete all required reporting and evaluation paperwork, including quarterly reports (for stipended members), monthly timelogs, program evaluation (at completion of term), and volunteer survey(s)
- Serve as a contact to community service organizations and agencies
- Foster a positive team dynamic within the Campus Corps team and the host campus and community agency
- Engage college students in meaningful volunteer service activities according to the needs of the specific service assignment
- Actively seek out opportunities that will help to develop the seven Citizenship Competencies: *civic responsibility, commitment, communication skills, leadership skills, problem solving, teamwork, and technical skills*