



## Site Supervisor Position Description

### Overview

The Ohio History Service Corps (OHSC) is an AmeriCorps program sponsored by the Ohio History Connection (OHC) whose objective is to provide capacity building services to local history organizations and communities throughout the state of Ohio. The OHSC is one of only two history-related AmeriCorps programs in the United States, and since 2010 has assisted more than 300 organizations. Funding for the program is through a matching grant to OHC from ServeOhio, the governor-appointed commission on service and volunteerism, and AmeriCorps. Each year, host sites are selected to partner with OHC through an application process and are expected to identify a Site Supervisor, preferably a full-time staff member, for their awarded OHSC member.

Host Sites provide day-to-day supervision of members, ensure program compliance at their sites, connect members to outreach and training opportunities, and contribute to the funding of the program through a minimal site fee that represents approximately 16% of the overall grant match requirement.

AmeriCorps defines capacity building as a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These are activities that enable organizations to provide expanded, better, and sustained direct services. Members can assist with: Volunteer management, Training, Resource development, Systems development.

### Time Commitment

The Ohio History Service Corps program year occurs **from September 16, 2024 through August 31, 2025**.

Supervisors are expected to dedicate a minimum of 10-20% (170-340 hours) of their time supervising the member. While this time may fluctuate with projects, other work schedules, and the like, it is expected that a regular supervisory schedule is created to guarantee open lines of communication between member and supervisor.

Supervisors are also required to attend an all-day orientation at the Ohio History Center in Columbus at the beginning of the Program Year (**Tuesday, September 17, 2024**). They will also participate in quarterly remote meetings conducted by the OHSC Program Director, and are expected to attend meetings and/or webinars announced throughout the program year.

### Site Supervisor & Host Site Responsibilities

Site Supervisors provide day-to-day supervision and guidance for members. Supervisor duties include:

- Attendance at mandatory Supervisor Orientation and Quarterly Conference Calls
- Review and approve member biweekly timesheets within 48 hours of submission
- Establish the host site community engagement and project calendar while providing coaching, guidance and mentorship to members
- Conduct member performance mid-term and final evaluation
- Under the coordination with the Program Director, ensure host site compliance with AmeriCorps policies
- Communicate the rules and regulations associated with members' service with other staff at their sites and guaranteeing there is no violation of any AmeriCorps or program prohibited activities of both member and host site staff



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- Oversee and guide members to guarantee there is no violation of any prohibited activities by both the member and other host site staff
- Connect members with community organizations and outreach sites
- Provide members with access to professional organization benefits as you would a staff member. Such access includes, but is not limited to: access to AASLH member benefits, Ohio Museums Association, Heritage Ohio, etc.
- Work closely with the Program Director to track and assist members develop a plan for meeting the hour requirements by the end of the program year (1700-hour minimum)
- Regularly meet with members at minimum on a biweekly basis to discuss progress on projects, identify goals and provide resource support
- Provide reports and materials requested by the Program Director and/or the Ohio History Connection
- Responsible for adhering to the MOU signed at the beginning of each service year.
- Participate in, at minimum, yearly site visits and may be requested to participate in a site visit by ServeOhio.

### Reporting

Site Supervisors for the OHSC program report to the Program Director who maintains an open door policy. The Program Director will utilize both email and phone for regular communication and Site Supervisors are expected to maintain open lines of communication and share member projects and ideas for both member and supervisor professional development.

**For more information about the Ohio History Service Corps program contact Betsy Hedler, AmeriCorps Program Director ([americorps@ohiohistory.org](mailto:americorps@ohiohistory.org) or 614-297-2538) or visit [ohiohistory.org/ameriCorps](http://ohiohistory.org/ameriCorps).**