



# Site Supervisor Handbook 2011-2012

## Table of Contents

- 2.....Amate House's Mission
- 2.....The Amate House Covenant
- 3.....The Tenets of Amate House
- 6.....Stages of Volunteer Development
- 7.....Site Supervisor Calendar
- 8.....Criteria for Amate House Sites
- 9.....Conflict Resolution Procedures
- 10....Nondiscrimination & Harassment Policy
- 10....Grievance Procedures
- 11...Work Transportation Policies
- 12...Regular Supervision Check-in Worksheet
- 13...Fall Site Visit
- 14...Fall Site Visit Form
- 15...Amate House Contact Info

## **AMATE HOUSE'S MISSION**

Amate House, the young adult volunteer program of the Archdiocese of Chicago, fosters the transformation of its Volunteers by providing experiences of full time service to people in need, community living, and faith formation. Amate House develops future leaders for the church and world who are committed to building a more just and loving society.

## **THE AMATE HOUSE COVENANT**

As Amate House Volunteers, we come this year to give witness to the core Gospel message: to love one another. In this spirit, we dedicate ourselves to the task of putting LOVE INTO ACTION. Our challenge, this year, will be to grow in faith, service, intentional community, social justice, and stewardship through praxis.

### **SERVICE**

- We will devote our time, energy, and care to help make life better for the people we encounter at our service sites.
- We will accompany society's powerless and marginalized on their walk through life.

### **COMMUNITY**

- We will live in common with the other Amate House volunteers, sharing lives of support, challenge, and friendship.
- We will strive to treat our community members with charity, gentleness, and respect in our daily interactions and our community work.

### **FAITH**

- We will welcome this year as an opportunity to explore our faith in prayer, reflection, and worship.
- We will remain open to different expressions of faith and to the way in which the Spirit is inviting us to grow and learn together.

### **SOCIAL JUSTICE**

- We will take part in the process of "conscience-ization"- developing our knowledge, awareness of, and desire to change structures of injustice in society.
- We will work to promote change in our society toward equality, fairness, and equitable distribution of resources and power.

### **STEWARDSHIP**

- We will use the resources that God has provided in a way that creates right relationship.
- In solidarity with the poor, we will live simply and mindfully.

# THE TENETS OF AMATE HOUSE

## SERVICE

*“I don’t know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who will have sought and found how to serve.”*

*Albert Schweitzer*

Service and happiness are linked necessarily in that our ultimate fulfillment as a people of faith is realized when we give our lives for the benefit of all of God’s people, for the reign of God. Whether we use the life gifted to us as teachers, social workers, business people, engineers, doctors, lawyers, parents, or factory workers, the ethic of service ought to stand out in our lives if we are formed well as members of the Catholic-Christian community. Service, therefore, is central to the vision of Amate House and a core component of our programs, which seek to support and develop young adult leaders for our Church and world.

The focus on service at Amate House is our recognition of a call to action: the call of the Gospel to be instruments of God’s love, care and justice in the world. We are called as Christ’s followers to feed the hungry, clothe the naked, welcome the stranger, visit the sick and imprisoned, and to serve the poor and most vulnerable members of our human family. We seek to make service a way of life and to support and encourage young adults as they respond to their personal call to participate in God’s love through service to those in need and the transformation of society. Indeed, thousands of people in need are touched annually through the direct service of Amate House Volunteers.

Through direct service work, Amate House also seeks to support and form young adult leaders who are compassionate, socially aware, and participative. The experiences which Amate House Volunteers encounter in their direct service efforts are broad and impactful, ripe with learning and ongoing personal and professional growth. They are invited to reflect deeply on complex social problems and issues related to poverty, race and ethnicity, education, and urban life. More critically-examined and thoughtful responses in word and action are made possible through the Amate House service experience.

## COMMUNITY

*“We will not be able to endure without companions who will hear our stories again and again, tell us the truth about ourselves in ways we can hear, hold us when we are afraid, and celebrate with us when we succeed.”*

*Bernard Cooke*

Almost without fail, when all is said and done, Amate House Volunteers point to their shared life together in community as one of the most influential and important aspects of their year. We believe that communal living not only provides an important means of support for our young adult Volunteers during their challenging experiences of service, but that it also is an essential part of their ongoing formation as people of faith and their continued development as leaders.

One of the major tenets of Catholic Social Teaching over the past 100+ years has been its emphasis on the fact that we are SOCIAL beings, or that fundamentally we are “persons-in-community” more than we are “individuals.” Community living is not only a valuable and challenging learning experience but it also gives our volunteers the necessary skills for effective leadership and healthy relationships. For example, through communal living, our volunteers learn to be sensitive to the needs of others, to reach consensus in a group decision, to manage and convey one’s feelings and thoughts appropriately, to truly listen to different perspectives, and to recognize one’s own needs and limits. To learn to live in community with others is, more fundamentally, to learn to be fully human. When we have the experience of true interdependence - of being loved and challenged to grow, supported and confronted, dependent and depended upon - the experience is one that is mysterious, challenging and full of growth.

We have witnessed that through the experience of living intentionally with others in a faith-based community our Amate House Volunteers become more capable of building community in other dimensions of their life: with their own families, in their workplace, in their neighborhoods, with their friends and colleagues. We hope that through a taste of community living, they are blessed with a deep and abiding hunger for a particular way of life: life in communion with others.

## **FAITH**

*“What Jesus wants from us is not admiration, but imitation.” ~Ronald Rolheiser, OMI*

Our faith as Christians and Catholics lies at the heart of all that we do at Amate House. Faith is what grounds us. Faith calls us together as a community and as a human family. From our faith we find our deepest motivation. Our faith inspires and challenges us to continued growth in service to others and to an active participation in God’s love.

When we speak of the importance of our faith, we are not speaking of a private matter. Our faith is a communal faith and the faith of the incarnation – that is, God’s love becoming real and “enfleshed” in the world. We strive to imitate the example of Jesus. So, while our faith comforts and sustains us, it also invites us to action. If our faith draws us inward, then that inward movement ultimately compels us again outward to more effectively embody God’s love for others.

Our mission at Amate House is sustained and guided by the faith that God’s spirit is alive and present in and through us - as servants, as a community, and as agents of love and justice. Through personal and communal prayer, regular journaling and theological reflection, ongoing spiritual companionship, liturgies, retreats, and a faith-based community of peers, our trust and hope is that our faith will be made concrete and real in our personal and communal life.

## **SOCIAL JUSTICE**

*“Action on behalf of justice and participation in the transformation of the world fully appear to us as a constitutive dimension of preaching the Gospel, or in other words, of the Church’s mission for the redemption of the human race and liberation from every oppressive situation.” ~Justice in the World, World Synod of Bishops, 1971*

An essential part of our mission at Amate House is the work of supporting and forming young adult leaders for the future of the Church and world. This is good and important work, but it is not enough. Our mission is in part the work of charity, or service to those most in need. This is also a very good thing, but it is not enough. More broadly, the work of Amate House (and indeed the work of the Church as a whole) is about joining with the Spirit to create and sustain a society in which God’s love and justice reign, a society in which all people are born into and live in conditions in which their full potential can be realized.

This work of social justice must occur at many different levels. There are those in our midst who suffer or who are alienated who require immediate attention and care. Direct service therefore is an important first step in this work and a critical component of Amate House programs. There are ways in which our societal institutions are organized and governed that need structural change, so that some in our human family are not marginalized or left out. Advocacy is thus a necessary second step in this work of social justice, and one that we encourage and support at Amate House through efforts to grow awareness and promote action by our Volunteers. There is an important third step as well: the ongoing need to educate and to form leaders who will carry out the work of social justice and the continual transformation of Church and society. At Amate House, we strive to support and develop leaders who will participate in an ongoing way in the work of social justice in their homes, in their workplaces, and in our Church.

## **STEWARDSHIP**

*“Remember that when you leave this earth, you can take nothing with you that you have received – only what you have given: a full heart enriched by honest service, love, sacrifice and courage.”* ~St. Francis of Assisi

As a non-profit organization, Amate House is utterly dependent on the good will and generosity of others to carry out our mission. As such, we clearly strive to use all of the resources with which we have been blessed wisely and responsibly. This responsible stewardship translates into cost-efficient practices. For example, a house of 13 Amate House volunteers spends only about \$225 a week on food and household needs. A single Amate House Volunteers limits personal spending to \$100 a month, including cell phone bills, personal use of cars, social outings, and any personal care items. And, there exists among our Board, staff and Volunteers a sharp consciousness about our ongoing spending practices.

Much more than this, however, we believe that our faith calls us to be wise stewards of ALL that we have been given. Certainly with our money, but also with our time, with the homes we enjoy, with our talents and skills, with the network of relationships that sustain us, and with the education and life experiences with which we have been gifted. We believe that we are, in fact, conduits of the rich bounty of our God meant for the world as a whole, and especially those most in need.

More than a financial practice, stewardship for us is a sacred calling and a deeply rooted dimension of our Catholic-Christian tradition. We gratefully rest in the care showered on us by our God and by our fellow human community, and we actively discern how to best apply and share the gifts we enjoy for the benefit of all.

## **Stages of Volunteer Development:**

<b>Month</b>	<b>Stage</b>	<b>Predominant Feeling</b>	<b>How the feeling is expressed</b>	<b>What can you do as a SUPERVISOR?</b>
Aug	Orientation	Insecurity	Talking, asking for clarity, Silence, Questioning	Clarify norms, expectations, of the Volunteer's role and position, etc.
Aug-Oct	Inclusion	Fear of Exclusion	Asking questions: Do I belong? Will I be accepted? Am I different? Will I be rejected?	Check in with the Volunteer regularly about their challenges and frustration; encourage them to focus on the positive and that it takes practice
	Control	Competitiveness	How can I be important to this group? Who is the most important? Why?	Check in with the Volunteer regularly; let them know how their work and gifts are contributing to the service site
Nov-Jan	Conflict	Tension	Fighting, Nonattendance, Regression, Denial of a problem	Raise the conflict issue & model how to deal with it in a professional manner
	Cohesion	Relaxation	Lots of interaction, concern for others, accomplishment of tasks	Check in with the Volunteer to make sure they are moving towards their goals
Feb-Apr	Faith Sharing	Peacefulness	Honest Sharing, Trust	Check in with the Volunteer to see if they feel comfortable with their coworkers and work environment
	Intimacy	Ambivalence	How close do I want to get to these people? Approach vs. avoidance	Help the Volunteer to have appropriate boundaries in their relationships with coworkers/clients/students
May-June	Termination	Avoidance	Attempt to avoid the end	Help them to deal with their feelings and end well with their service site

## **How can you best support your Amate House volunteer?**

- Meet with them regularly...we cannot stress how important this is.
- Listen to what they have to say about their experience...what are they struggling with? What do they enjoy? Sometimes feeling heard is all they need.
- Encourage them to take on leadership roles within their work and their community
- Help them to examine the issues that underlie the social problems they encounter in their work
- Offer them constructive feedback
- Encourage their creativity and new ideas

## SITE SUPERVISOR CALENDAR 2011-2012

### 2011

Sun. July 31	Commissioning Mass & BBQ at 3pm at 4220 N. Sheridan & St. Mary of the Lake Church
July 31-Aug 11	Amate House Volunteer Orientation
Mon. August 15	Volunteers start work at their service sites
Sept-Oct	Fall Site visits
Sept 30-Oct 2	<b>FALL RETREAT</b> *Volunteers will need to be excused from work at 12 noon on Friday, Sept. 30
Mon. Oct 10	<b>Fall In-Service</b> *Volunteers will need to be excused from work this day
Sun. Oct 23	South House Mass
Nov. 12-13	Amate House Thanksgiving Celebration
Wed. Dec 14	Advent Reflection Evening (planned by Little Village Volunteers)

### 2012

Mon. January 16	<b>Martin Luther King, Jr. In-service</b> *Volunteers will need to be excused from work this day
Jan-Feb	Winter Site Visits
Sun. Feb 9-12	<b>WINTER RETREAT</b> *Volunteers will need to be home by 5pm on Thursday, Feb 9, and are excused from work all day on Friday, Feb 10. Volunteers will return to work on Monday, Feb 13.
Sun. Feb 26	North House Mass
Wed. Mar 28	Stations of the Cross Reflection Evening (planned by South House Volunteers)
Sun. Apr 22	Little Village House Mass
Thurs. Apr 26	<b>Amate Magic Preparation Evening</b> *Volunteers will have Community Night on Thursday this week instead of on Wednesday. They will need to be excused from work early so that they can attend their community night at 5pm.
Fri. Apr 27	<b>AMATE MAGIC</b> *Volunteers will need to be excused from work this day
Fri. May 18	<b>Spring In-service</b> *Volunteers will need to be excused from work this day
Wed. May 23	Pentecost Reflection Evening (planned by North House Volunteers)
Fri. June 8	<b>Volunteer's Last Day of Work</b>
June 11-15	CLOSING RETREAT
June 16	Closing Mass

\* Please note that Volunteers should be given time to arrive **AT** their houses by 4:30pm every **WEDNESDAY** for their Community Night. Thank you for your flexibility in allowing time for reflection, education, and formation for your Amate House Volunteers!

## **CRITERIA FOR AMATE HOUSE SITES**

**To be considered for an Amate House Site Placement a site must be willing to provide the following...**

- **Supervision:** The site and site supervisor should be committed to education, formation and development of young adults and the development of service opportunities and/or ministries for lay persons; the site must be willing to provide mentorship for the Amate House Volunteer. A site supervisor must be identified and be willing to work with the staff of Amate House in the development and ongoing support and supervision of the Volunteer. All schools must provide a teacher or staff mentor for all Volunteers who are classroom teachers. The teacher mentor must be someone other than the site supervisor/school principal. This mentor should be introduced to the Volunteer upon his/her arrival at the school and be available to participate in the fall & winter site visits.
- **Service to the poor or marginalized:** The site must serve a community that would benefit from the assistance of a Volunteer in providing its service or ministry. The site must clearly demonstrate its service to people at or below the poverty level or to a defined marginalized population.
- **Direct Service or Community Involvement:** The site must offer a placement and job description involving at least 60% direct service/ministry or direct community involvement (as opposed to administrative/clerical tasks).
- **Support/Professional Growth/Leadership Development:** The site supervisor should formally meet with the Volunteer at least twice a month for ongoing supervision, support, and development. The site supervisor should be available to meet twice a year with an Amate House staff member at the site for assessment, support and evaluation. The site supervisor is expected to discuss any concerns or issues with the Volunteer directly and if they remain unresolved, to then communicate those concerns to the Program Director. The site must also show an interest in providing opportunities for the personal and professional growth and leadership development of the Volunteer.
- **A Detailed Job Description:** The supervisor must prepare and submit a detailed job description to the Amate House Program Director as part of the site application. This description shall identify the general duties and responsibilities specific to the Volunteer at his or her site. The supervisor & Volunteer must also review this job description together and if there are any revisions, they will need to be submitted in writing at the first site visit (in September/October).
- **Hours/Vacation/Sick time:** Amate House expects its Volunteers to be working at their sites a minimum of 35 hours per week. On average, they should be working no more than 40 hours a week. The site must allow the Volunteer 10 days of vacation and 3 sick days during the volunteer year. This may coincide with preexisting breaks (such as Christmas vacation for schools). Amate House asks that the Volunteer not be granted more than 10 days vacation regardless of the organization's policies; sick days are only used for illness and cannot be transferred to vacation days. Supervisors should notify their Volunteers at their orientation of the policies at your organization for requesting vacation time or reporting sick time. The site assumes the financial risk if the Volunteer, for medical or personal reasons (death of an immediate family member), be absent for more than the allotted 13 days.
- **Mileage & CTA Reimbursement:** The site must reimburse Amate House for use of Amate House vehicles for work purposes (travel during the course of the work day) at the current federal reimbursement rate. This does not include transportation to and from work. Please note that Amate House discourages Volunteers from transporting clients. If this is necessary, all children under 18 must have a permission slip drafted by the site and signed by the parent or guardian. **Amate House auto insurance does not cover passengers**, only drivers who are associated with the Archdiocese of Chicago.

If a Volunteer uses their Amate House CTA pass for work purposes (i.e. for travel during the course of the work day, NOT including travel to and from work), the site must reimburse Amate House for use of that CTA pass. Amate House requests that if an Amate House Volunteer is using their Amate CTA pass for work purposes more than once a week, that the site pay a \$20 monthly reimbursement fee.

- **Conflict Mediation/Termination:** After a Volunteer and site have signed a work agreement, a Volunteer's decision to quit that site or a site's decision to terminate a Volunteer must be done in consultation with the site supervisor and the Amate House Program Director. In the case of a volunteer-site relationship that is terminated for any reason, it is expected that a pro-rated site contribution will be made to Amate House for the service rendered up to the point of the termination.
- **A Financial Commitment:** The site must be able to pay a site contribution in exchange for the services of a Volunteer. These contributions assist Amate House in providing housing and food for our Volunteers. Standard site contributions are \$14,000 per Volunteer, per year. Arrangements may be made for a reduction of the site contribution with proof of financial need on the organization's part but it is not guaranteed.

## CONFLICT RESOLUTION PROCEDURES

1. Address concerns with Volunteer in supervision meeting or at the time of conflict. **You are their supervisor.** Communication about job performance should not be given to the Volunteer through the Amate House Coordinator. We ask that you communicate concerns to the Volunteer. If Volunteers have concerns or conflicts, they are told to follow the same procedure.
2. If conflict persists, the Site Supervisor or Volunteer should request a meeting with the Amate House Coordinator.
3. Concerns are addressed with Amate House Coordinator, Volunteer and Site Supervisor. Come to consensus on resolution to improve the situation. Determine a period of time in which to check in again.
4. Site Supervisor, Volunteer and Amate House Coordinator check in with progress.
5. If resolution is unsuccessful, Volunteer and Site Supervisor are asked to discern, together, the effectiveness of the placement and again, attempt a resolution.
6. If it is determined that the volunteer – site relationship is no longer effective, the Volunteer will terminate with the site at a time deemed appropriate. Payment for the Volunteer’s services will end at that time. Payment will be expected for the time that the Volunteer worked at the site.
7. Closure Conversation with Volunteer, Amate House Coordinator and Site Supervisor.

### Common Reasons for Conflict

1. Inadequate Job Description
  - does not include 40 hours of work
  - expectations are unclear
  - does not include 60% direct service (if this was expected by Amate House and the Volunteer)
2. Lack of or unclear communication between Site Supervisor and Volunteer
3. Lack of regular, formal communication between the Site Supervisor and the Volunteer
  - Please set up regular weekly or bi weekly supervision/mentor meetings with your Volunteer!
4. Volunteer has no direct supervisor or mentor
5. Lack of meaningful work or feedback on the Volunteer’s contributions to the organization

## **NON-DISCRIMINATION AND HARASSMENT POLICY**

*(Adapted from AmeriCorps manual)*

Discrimination of any kind on the part of Amate House Volunteers will not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the Amate House program.

Amate House will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect workplace or community relationships. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report their harassment to an immediate supervisor, and/or Program Director in accordance with the Grievance Policy.

Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including dismissal from the Amate House program and AEAP program.

## **GRIEVANCE PROCEDURES**

Any and all grievances or complaints, large or small, related to a Volunteer's participation in the Amate House program or related to any other participant in the Amate House program, or against a staff or Board Member, should be handled in the following manner.

- 1) If any issue or complaint is related directly to an individual person, that person should be approached respectfully, communicated to directly, and allowed the opportunity to respond directly to the issue.
- 2) If the issue or complaint is not sufficiently resolved through direct communication with the individual, or such communication is deemed to be inappropriate, the Volunteer should report/discuss the matter with the designated House Coordinator and/or Site Supervisor.
- 3) If the issue/complaint is still not sufficiently resolved, the matter should then be communicated with the Executive Director.
- 4) After the Executive Director, if the matter has not been resolved in previous 3 steps, the President of the Board of Directors should be approached.
- 5) The Board of Directors will make final decisions related to any matters not resolved previously.

## **WORK TRANSPORTATION POLICIES**

### Work Transportation

Amate House Volunteers get to work through various means: CTA, carpooling, and driving in Amate House vehicles. These vehicles are insured by the Archdiocese of Chicago for the Volunteer. No other person is allowed to drive these vehicles. Method of transportation is determined by location of work, accessibility to CTA, and the need for a vehicle within the work day. Amate House covers all costs for Volunteers getting to and from their work site. See below for our policies on mileage reimbursement for travel within the workday.

### Transporting Clients

Amate House highly discourages Volunteers from transporting clients in Amate House vehicles. Our auto insurance does not cover passengers, only drivers who are associated with the Archdiocese of Chicago.

### Minors

We also highly discourage transportation of minors. If transportation of minors is absolutely necessary, all children under 18 must have a permission slip drafted by the site and signed by the parent or guardian. As mentioned above, Amate House auto insurance does not cover passengers, only drivers. This information must be included in the permission slip and made known to the parent or guardian signing the permission slip.

### Car Mileage Reimbursement

All Amate House Sites must reimburse Amate House at the current federal mileage rate for use of any Amate House vehicles for work purposes (i.e. travel during the course of the work day to visit clients, or to go to meetings). This does not include transportation to and from work.

The current federal rate is **51 cents per mile**. This rate will be updated on January 1, 2012. In January, Amate House will send out an update with the new mileage reimbursement rate.

We ask that the reimbursement check be made out to Amate House and sent directly to 3600, S.

Seeley, c/o Chris Wagar. If that is not possible, please contact Chris Wagar at [cwagar@amatehouse.org](mailto:cwagar@amatehouse.org) to make other arrangements.

### CTA Reimbursement

If a Volunteer uses their Amate House CTA pass for work purposes (i.e. for travel during the course of the work day, NOT including travel to and from work), the site must reimburse Amate House for use of that CTA pass. Amate House requests that if an Amate House Volunteer is using their Amate CTA pass for work purposes more than once a week, that the sites pay a \$20 monthly reimbursement fee to Amate House. Please contact Chris Wagar at [cwagar@amatehouse.org](mailto:cwagar@amatehouse.org) to make arrangements for payment.

## REGULAR SUPERVISION CHECK-IN WORKSHEET

### **VOLUNTEER SECTION**

**Please fill out and return to your supervisor before meeting for your regular supervision meetings.**

Projects I am currently working on:

Accomplishments from the last week:

Greatest challenge from the last week:

I would describe my satisfaction with my position this week as:

I would describe my frustration level as:

I would describe my stress level as:

Suggestions I have for improving the situation at the site:

I need/would like the following from my site supervisor or mentor:

### **SUPERVISOR SECTION**

**Please use the following as a guideline for your regular supervision meetings with your Volunteer.**

Accomplishments or successes that I have noticed in the Volunteer's work:

Areas of growth that are needed in the Volunteer's work:

Suggestions on how that growth can be achieved:

Other resources, professional development, training, or additional support I can provide the Volunteer with:

## **FALL SITE VISIT**

### Purpose of the FALL Site Visit:

The main purpose of Site visits are to provide an opportunity for the Amate House staff to check in about the overall experience that the Volunteer and site supervisor are having. At the first site visit, Volunteers will be asked to explain their job description as they understand it. There will also be an opportunity for the Volunteers to share what has been rewarding and what has been difficult so far. Both the Site Supervisor and the Volunteer will have an opportunity to talk about their hopes and expectations for the months to come. The Amate House staff member is there to help facilitate the conversation as well as answer any questions that the site supervisor or Volunteer have.

\*If there is an issue at the site or with the Volunteer, both the site supervisor and the Volunteer need to discuss it with each other before the site visit. It is not usually productive when an issue is raised at a site visit all of a sudden without there being any prior conversation about it. Please, **DO NOT** wait until the site visit to raise concerns that you are having with the Volunteer's performance or skills.

### Before your FALL Site Visit...

- By your first site visit, you should have established a time for regular check in meetings with your Amate House Volunteer and have filled the appropriate information on this form.
- The job description that was submitted over the summer should be reviewed with your Amate House Volunteer within their first week of work and will serve as the base of the Volunteer's responsibilities for the year. If there are additions or revisions to the job description, please include them on the form below.
- You should sit down with your Volunteer before the first site visit and go through this form together, particularly the goal-setting portion. All parts of this form should have been filled out and discussed between the site supervisor **AND** the Volunteer before the first Site Visit happens.

# FALL SITE VISIT FORM

Volunteer Name: \_\_\_\_\_ Volunteer Job Title: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Site: \_\_\_\_\_

**Have there been any revisions or additions to the initial Job Description?**

If so, please submit attach a revised Job Description to this form

**Schedule for the Volunteer's Hours (Daily Start/End time):**

**Check In Meetings:** (Please set a regular schedule for these meetings and mark that below)

*\*The Site Supervisor or Teacher Mentor should be formally meeting with the Volunteer at least every other week.*

**For Classroom Teachers & Assistants, who is the Volunteer's mentor teacher?** (Schools only)

**Volunteer's Goals for the Site Experience** (should be filled out with Volunteer beforehand)

1.

2.

3.

Signature of Site Supervisor: \_\_\_\_\_

Signature of Amate House Volunteer: \_\_\_\_\_

Signature of Amate House Coordinator: \_\_\_\_\_

## **AMATE HOUSE CONTACT INFORMATION:**

### **Main Office**

3600 S. Seeley  
Chicago, IL 60609  
Phone: 773-376-2445  
Fax: 773-376-3445

### **John Lucas, Executive Director**

[jlucas@amatehouse.org](mailto:jlucas@amatehouse.org)

773-376-2445 x.14

Responsible for the organization as a whole

### **Ryan Lents, Program & Recruitment Coordinator**

[rlents@amatehouse.org](mailto:rlents@amatehouse.org)

773-376-2445 x.10

Responsible for Volunteer recruitment and Volunteer support

### **Lisa Wittig, Program & Recruitment Coordinator**

[lwittig@amatehouse.org](mailto:lwittig@amatehouse.org)

773-376-2445 x.13

Responsible for Volunteer recruitment and Volunteer support

### **Chris Wagar, Administrative Director**

[cwagar@amatehouse.org](mailto:cwagar@amatehouse.org)

773-376-2445 x.15

Responsible for Amate House's book-keeping, collecting Site contributions; also organizes Amate Magic (our annual gala fundraiser)