

Orienting Members to Their Placement Sites

- Objectives:**
1. To create a self-generated list of questions or concerns a new AmeriCorps member may want to discuss with his or her supervisor.
 2. To create a self-generated list of topics a supervisor should cover with his or her AmeriCorps members on the first days of service.

- Materials:**
- Flip chart paper and markers.

Instructions: Pose the question to participants: “What would you want to know when starting a new job?” Have participants brainstorm aloud. Write their answers on the flip chart.

If necessary, use this list of potential items (not exhaustive) to help participants generate ideas:

- History and background of the host organization—its mission, goals, and current programs
- Appropriate equipment, materials, and workspace
- Written materials about the organization and neighborhood
- Time with program staff, board members, and community residents in order to get a broader picture of the organization and the community
- Sick leave, vacation, personal leave, and holiday policies, and how to request time away
- Work schedule and lunch breaks
- How to report absences
- Dress code, formality of language (addressing others by last or first name, titles)
- Emergency contact point/person
- Telephone protocol and etiquette
- Participation in meetings
- Computer etiquette
- Access to organizational information
- Rules of confidentiality (customer/client information, organizational information)
- Organizational representation (including who may speak to the press)
- Chain of command (who to go to if there is a problem with supervision)
- Reimbursement policies for any local, service-related expenses such as parking/mileage
- Office procedures, security, etc.

When concluding this activity, remind members that they should ask their supervisors questions that provide this type of information. When working with supervisors, indicate that supervisors should provide this information at a placement site orientation.

Duration: 10 – 15 minutes