

# The Member-Supervisor Relationship

One of the most important aspects of a member's experience is his or her relationship with the supervisor. We have found that the most successful sites are those which find a good match in styles and strengths between supervisor and member. Below are a few general expectations. Please keep in mind that the hallmark of any good supervisory relationship is openness, communication, and collaboration.

## Expectations of Supervisor

- Partner with member to develop, expand, or refine programming to meet program goals
- Work alongside other community partners to provide support and direction for member's activities
- Invest in helping member create and complete Personal Growth Plan activities
- Provide ongoing training as needed
- View member as a professional
- Offer ongoing evaluation and feedback
- Provide a clear position description and responsibilities
- Clearly delineate who the member reports to and is responsible for/to
- Attend regular supervisor-member meetings and events (about 4 times/year)
- Provide mileage, computer, voicemail, telephone, e-mail, workstation, office supplies, other
- Submit required cash match
- Complete required paperwork—quarterly reports, timesheets, in-kind forms—as directed by the program

## Expectations of Member

- Partner with supervisor(s) and other community partners to develop or expand or refine program
- Develop a Personal Growth Plan and complete activities
- Attend ongoing training provided by program staff and site staff, as directed
- View the member role as a professional position and behave accordingly
- Provide ongoing evaluation and feedback to both site, partners, and program staff
- Adhere to a clear position description and responsibilities
- Complete required paperwork—quarterly reports, timesheets, training evaluations, surveys, etc.—as directed by the program staff
- Attend regular program meetings (once per month) and events as well as supervisor-member meetings (about 4 times/year)