Vermont Housing & Conservation Board

Supervisor Handbook
Welcome to the Vermont Housing and Conservation Board AmeriCorps Program! We are very excited that you and your organization will be joining us for the 2018-2019 AmeriCorps service year!

We are excited to embark on great year expanding the capacity of services of your organization while supporting the next generation of community leaders. This will be the Vermont Housing & Conservation Board (VHCB) AmeriCorps Program's 20th year of service in Vermont! As a program, we have learned a lot over the years and are confident that you’re entering into a high quality AmeriCorps partnership.

VHCB AmeriCorps’ main goal is to support that of Vermont Housing & Conservation Board’s, which is to create more stable affordable housing situations for Vermont residents while preserving the natural and working landscape and fostering a greater appreciation of and responsibility for the environment.

Our mission statement reads as follows:

“Since 1997, the VHCB AmeriCorps Program has been serving Vermont communities, cultivating leaders and inspiring collaborative solutions to expand housing opportunities and steward our natural resources. Serving on the front lines of community-based organizations, VHCB AmeriCorps members energize, engage, and empower Vermonters to address unmet needs at a local level, collectively creating positive change statewide. Through a grass roots approach, we believe we can bring Vermonters together, incite a spirit of active citizenship and build a healthy future for Vermont”

This service term, we will do all of these things for ourselves and the communities in which we live and work. We hope you are as excited as we are for the possibilities of what we can achieve together.

We are committed to helping you, your organization, and your AmeriCorps member have a productive and meaningful service experience through AmeriCorps. As both AmeriCorps Alums and supervisors, Francis and Erin know the value of an AmeriCorps experience—it can be both transformative for the member and helpful toward achieving organizational goals. Our hope is that you will take this opportunity, give all that you can to make sure this experience meets your goals, and help us make this another great year!
Who We Are

Francis Sharpstene is the Program Director. He will be in close contact with you throughout your service term. His primary role is to ensure the program is running effectively and efficiently. He works at every level of the program, with members, supervisors, organizations, and our grantors to maximize its impact and to make certain the AmeriCorps experience is a positive one for everyone involved.

Erin Riley is our Program Coordinator. She handles the logistics of the program, member recruitment, and manages member files and support systems of the VHCB AmeriCorps program. In addition, Erin works diligently to ensure that all of our paperwork is submitted on time and accurately. You can expect to receive regular reminders about paperwork expectations and due dates from Erin. It will be imperative that you are responsive to her throughout the year, as accurate paperwork is vital to our program’s sustainability.

The program will also have AmeriCorps Leader. This person will be an AmeriCorps member and will help organize service days and other events, make connections between AmeriCorps members and community resources/opportunities, and help tell the story of the work we’ll be doing. The Leader will work closely with our members this year to ensure all are having the best and most effective experience possible.

We encourage you to think of Francis, Erin, and the AmeriCorps Leader as resources for you throughout your service term.

To contact us:

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The following material in this handbook will provide you with guidance regarding the VHCB AmeriCorps program. Please read through all of it.

On behalf of the staff of the VHCB AmeriCorps program, welcome aboard!
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