

# IDENTIFYING PARTNER AGENCY ROLES FOR YOUR APPLICATION

JVC Northwest asks all Partner Agencies to identify Partner Agency Contacts in four distinct areas. See below information to assist you in determining the appropriate staff person for each role. *Note: For smaller organization, one staff person may hold all or multiple roles.*

<div>Serves as primary point of contact for JV/AmeriCorps member at Partner Agency</div> <div>Provides weekly One to One Supervisor of JV/AmeriCorps member</div> <div>Facilitates Onboarding and on-going professional development throughout service term</div> <div>Approves monthly timesheets (AmeriCorps positions only)</div> <div>Completes Initial Placement Assessment, Mid-Term, and End Term Evaluation along with JV/AmeriCorps member (AmeriCorps positions only)</div> <div>For Example: Team Lead or Program Manager</div>	<div>Site Supervisor</div>	<div>Oversees program or department in which the JV/AmeriCorps member serves</div> <div>Understands how JV/AmeriCorps role fits into larger program/department or organization wide context.</div> <div>Assists Site Supervisors with JV onboarding and professional development</div> <div>For Example: Director of Programs or Department Head</div>	<div>Program Lead</div>	<div>Primary decision maker for Partner Agency</div> <div>Ensures mission, vision, and values alignment between JVC Northwest and agency</div> <div>Understands role JV/AmeriCorps members as Capacity Builders</div> <div>For Example: Executive Director, President, Principal</div>	<div>Agency Head</div>	<div>Primary financial decision maker for Partner Agency</div> <div>Receives invoices from JVC Northwest and remits payment for placement fee</div> <div>Can provide information about audited financials</div> <div>For Example: CFO or Director of Finance</div>	<div>Billing Contact</div>
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