



# PEACE CORPS UGANDA

## Supervisor and Volunteer Memorandum of Agreement

This memorandum of agreement outlines the roles and responsibilities discussed during pre-service training that we agree to make use of during the volunteer service period.

### **Roles and Responsibilities of Volunteer Supervisors**

A Volunteer's Supervisor plays an important role in a Volunteer's success and in linking the host organization with Peace Corps. Supervising a Peace Corps Volunteer will be different from supervising a local paid employee or volunteer. Volunteers commit themselves to serving for two years in their host agency position, to the goals and objectives of the Peace Corps Uganda Project Sector - Education, Economic Development or Community Health – to which the volunteer is assigned, as well as to community activities they develop.

Therefore, a Volunteer's job includes obligations to its host organization, to Peace Corps, as well as to their community as a whole. Often the community development focus includes work related to HIV/AIDS or with other community organizations not directly affiliated with their primary host agency. The Supervisor's role is one of supporting their Volunteers' integration into the workplace and the community, while at the same time giving appropriate feedback to the Volunteers on their job performance as well as their support to local community activities and projects.

*As the Supervisor of the Peace Corps Volunteer I will:*

- Ensure that the Volunteer is consistently informed of all organizational expectations including support for trainings, outreach activities, reporting schedules, support to specific organizational initiatives and activities, and become an active partner in the development process with Peace Corps and the Peace Corps Volunteer.
- Identify potential sites for Volunteer placement and formally request Volunteers to occupy these sites.
- Identify Volunteer housing and assist in ensuring the housing meets *and continues to meet* Peace Corps accommodation and safety standards.
- Assist Peace Corps in upgrading housing accommodation and safety if necessary.
- Assure that housing is basically furnished according to Peace Corps standards.
- Provide a comprehensive job description and initial set of work activities for the Volunteer at his or her site.
- Communicate to the Volunteer initial organizational expectations for the Volunteer working at his or her site.
- Communicate internally to the Supervisor's organization, both to subordinates and directors regarding the roles and responsibilities of the Volunteer.
- Reinforce the link between Peace Corps and the Volunteers assignments.
- Understand and be willing to assist with following and enforcing Peace Corps policy and procedures, particularly those related to Volunteer work assignments, safety, and leave.
- Introduce the Volunteer to his/her community, Counterpart, and local authorities including the CAO, DDHS, RDC, and LC1.
- Provide feedback regarding Volunteer safety issues.
- Identify the Volunteer's initial Counterpart and help monitor that the Counterpart supports the Volunteer and that the Counterpart and Volunteer work well together.
- Ensure that the Volunteers and their Counterparts work together in developing initial work plans.
- Receive, review, and comment upon Volunteer periodic work plans and reports.
- Assist the Volunteer in scheduling their leave and provide host organization approval for any leave from site requested by the Volunteer.
- Assess job performance with the Volunteer and periodically report upon Volunteer job performance.

- Give Volunteers feedback on their work, community integration, and community activities.
- Complete the Volunteer evaluation at the end of the Volunteer's service.
- Work with Volunteers on meeting personal and professional goals.
- Support and advise Volunteers in developing other activities within your community.
- Collaborate with Peace Corps staff on project and training needs.
- Ensure that the Counterpart(s) assigned to a Volunteer 1) is interested in working with the Volunteer, 2) is willing to work the Volunteer, 3) will remain in their current position for the length of the Volunteer's stay in country, and 4) will assume responsibility for ensuring the Volunteer's safety and assisting the Volunteer with initial integration into their job and community.
- Mediate Counterpart and Volunteer working relations when needed.
- Provide support to Peace Corps and its Volunteers in case of emergencies.

## **Roles and Responsibilities of the Volunteers**

- To make a commitment to serve their communities to the best of their ability for two years.
- To commit to serving both their host organization as a *professional staff member* as well as to Peace Corps as a Volunteer.
- To commit to pursuing the goals and objectives of Peace Corps Uganda Sector project plan.
- To adhere to Peace Corps Uganda Volunteer Professional Standards.
- To learn and use the local language and adapt to expected cultural norms.
- To exhibit humility, understanding, and respect for community members, organizational stakeholders, and organization staff.
- To collaborate with their Supervisor and Counterpart(s) in planning and implementing activities in accordance with organizational, Peace Corps, and local community development plans, goals, and objectives.
- To work primarily in an advisory or human-capacity building role. As such, whenever possible, the Volunteer should serve as a facilitator, trainer, or advisor to his or her counterpart, supervisor, other organizational staff, and community members.
- To follow proper lines of communication when addressing issues related to their site including 1) contacting counterparts for advice, 2) raising issue with their host agency supervisor, 3) contacting Peace Corps for advice (typically their Program Manager), 4) raising issue with the Peace Corps Country Director.
- To submit regular reports to their supervisor and to Peace Corps staff.
- To abide by Peace Corps regulations and local laws as they pertain to the Volunteer's activities in the host country organization.
- To serve as the primary person responsible for their own personal health and safety.

### **Declaration:**

I have read and understood the roles and expectations outlined above.

\_\_\_\_\_  
Host Agency Name

\_\_\_\_\_  
Peace Corps Volunteer Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Peace Corps Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date