



California Conservation Corps
Watershed Stewards Program in
partnership with AmeriCorps



CALIFORNIA
VOLUNTEERS
Office of the Governor

WSP Partner Responsibilities

During WSP's term of service, Placement Sites mentor WSP Corpsmembers as they begin their careers as environmental professionals.

WSP Placement Site Responsibilities

1. Placement Sites must provide a dollar match per Corpsmember based on the following list for Program Year 34 (October 2027 – August 2028)
 - Agency (Federal, State, Local): \$23,000
 - Agency (with housing): \$19,500
 - Non-Profit: \$16,500
 - CDFW partners do not pay a match since FRGP funds cover this cost the number of CDFW sites is limited – please contact WSP for info.
2. Placement Site must provide full-time, rewarding program activities for Corpsmembers that aligns with WSP's service areas (see below).
3. Each Site must identify at least one Mentor (see below for details on this role) and one Site Supervisor (details can be requested by emailing wsp.info@ccc.ca.gov).
4. All designated Mentors must have experience in supervision.
5. All Corpsmember activities must take place on public lands, waterways or have a public benefit (cannot benefit for-profit organizations).
6. Service activities must benefit anadromous fish (salmonids such as steelhead, coho, Chinook).
7. Placement Site must be non-political in nature and all hours served by WSP Corpsmembers must be directly related to the WSP mission.
 - WSP Corpsmembers cannot be engaged in general clerical support or regulatory activities, and WSP Corpsmembers cannot supplant volunteer or staff positions. Organizations that do not meet these

guidelines will not be considered as WSP Placement Sites.

8. The Site Supervisor & all Mentors must attend WSP's Placement Site Trainings. These trainings may be online with virtual presentations, recordings, handbook materials, interactive tools, and/ or in-person one-day trainings (annually).
9. Corpsmembers must have regular access to office space, telephone, computer, reliable Internet, and be provided with hands-on training and supervision. (Corpsmember positions are not designed for telework).
10. Placement Sites must provide either an agency vehicle or reimbursement for private vehicle use for site specific work (refer to CAL HR's Travel Reimbursements Page for details regarding private vehicle use for site-specific work).
11. Corpsmembers must always work with a CPR/First Aid trained field partner. WSP trains all Corpsmembers in First Aid/ CPR.
12. Placement Sites must participate in the recruitment and Corpsmember selection process, including conducting interviews via telephone or video conference over the course of two weeks in July.
13. Mentors will ensure Corpsmembers adhere to all AmeriCorps and WSP policies, and verify all hours claimed by the Corpsmember are valid.
14. At least one representative (Preferably main Mentor) must attend WSP's Recognition Ceremony in August.

For a sample Placement Site Agreement (Contract) that provides more detail contact wsp.info@ccc.ca.gov.

WSP Mentor Position Description

Required Qualifications

- Minimum of three years' expertise, knowledge, and skills in environmental work.
- Minimum two years' experience supervising and evaluating others

- Professional association with a WSP Placement Site. WSP Alumni must have three years of post-WSP experience before qualifying as a Mentor.

Helpful Qualifications

- Experience in mentoring young professionals within the area of focus.
- Connections to environmental educators and service activities within the community.
- Environmental education background

WSP Mentor Position Description

Recruitment and Training

- Participate in the recruitment and Corpsmember selection process, including conducting interviews either in-person or via telephone and submit applicant rankings to Program Coordinator. Time Commitment: 5-8 hours/year
- Review Program Handbook in order to ensure full understanding of program requirements and responsibilities. Time Commitment: 4 hours/year
- Travel to and participate in a one-day Placement Site training and end-of-term Recognition Ceremony to acknowledge Corpsmembers. Time Commitment: 2days/year
- Work with Corpsmembers to complete the Mentor/Corpsmember Agreement. Time Commitment: 3 hours/year
- Provide professional development opportunities for Corpsmembers. Time Commitment: Ongoing
- Provide ongoing site-specific training necessary for Corpsmembers to accomplish service activities. Time Commitment: Ongoing
- Allow Corpsmembers to attend WSP-required trainings and outreach events. Time Commitment: About 2 weeks/year

Support and Supervision

- Provide daily supervision to ensure Corpsmembers are making adequate progress towards all site and WSP objectives. Time Commitment: Ongoing
- Provide Corpsmembers with a high-quality experience and a variety of projects and ensure they have a sufficient workload throughout the term. Time Commitment: Ongoing
- Ensure Corpsmembers are spending the required percentage of time on Watershed Recovery activities, and that all Corpsmember activities align with WSP's mission. Time Commitment: Ongoing
- Conduct regular (at least monthly) meetings with Corpsmembers to discuss calendars, exchange feedback and Corpsmember development. Time Commitment: 1-4 hours/month
- Provide Corpsmembers with office space, including a desk, chair, phone, and computer with internet access. Time Commitment: Ongoing
- Provide Corpsmembers with adequate office time to complete WSP requirements (at least four hours every week). Time Commitment: Ongoing
- Support Corpsmembers as they plan and implement their Watershed Awareness Volunteer Event (WAVE) and Wonders of Watersheds (WOW!) educational series. Time Commitment: As needed
- Assist with pre and post assessment of Corpsmember's Watershed Awareness Volunteer Event (WAVE). Time Commitment: 2-4 hours/year
- Attend WSP's Annual Site Visit (WSP staff travel to each site's office). Time Commitment: 4 hours/year
- Ensure Corpsmembers comply with the WSP uniform policy. Time Commitment: Ongoing
- Contact WSP staff if any Corpsmember issues arise. Time Commitment: Ongoing

Documentation

- Prepare site application, complete contracting and site acceptance paperwork, and prepare site handbooks. Time Commitment: 20-40 hours/year
- Provide and document site-specific orientation for Corpsmembers. Time Commitment: 2 hours/year
- Complete 3 Corpsmember Performance Reviews. Time Commitment: 2 hours/year
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- Complete all paperwork required by WSP. Time Commitment: 2 hours/year
- Ensure Corpsmembers complete and submit monthly paperwork by deadlines. Time Commitment: 30 minutes/month
- Review for accuracy and sign Corpsmembers' monthly timesheets to certify hours served. Time Commitment: 20 minutes/month

Safety

- Provide a safe work environment. Time Commitment: Ongoing
- Train Corpsmembers in the Placement Site's Illness and Injury Prevention Plan and other site-specific safety protocols. Time Commitment: 1 hour/month
- Train Corpsmembers in the use of all tools and supply appropriate personal protective equipment (PPE) before beginning a project. **Contact WSP if help supplying PPE is needed. Time Commitment: Ongoing
- Ensure that at least one First Aid/CPR certified person (e.g., Placement Site staff or another WSP Corpsmember) always accompanies Corpsmembers in the field. Time Commitment: Ongoing
- Conduct and document weekly safety meetings. Submit Safety Log monthly. Time Commitment: 20 minutes/week
- Complete Job Hazard Analysis (JHA) for all work Corpsmembers are doing,

submit to WSP, and review with Corpsmembers as needed. Time
Commitment: 2 hours/year