**AmeriCorps Service Site Guidance**

CEDO is proud to announce the EACH Youth AmeriCorps Program for 2017- 2018. Would your community or organization benefit from a member serving to support youth and family opportunity?

***How do you become a service site***?

Apply by completing the Application Form and Position Outline, return to mgange@burlingtonvt.gov

***What are the requirements for becoming a service site?***

We want our members to have a meaningful service experience. Members need service opportunities, as outlined in a position description, regular supervision, and oversight of timesheets and service hours. Sites provide mileage reimbursement for the member at the federal rate, office space and equipment, on-site orientation and training opportunities.

Service sites will create a service plan outlining the projects that the AmeriCorps member will be involved in during the year. Service projects should support the goals of the EACH Youth AmeriCorps Program to expand culturally appropriate youth programming and family supports to close opportunity gaps, while offering members training and development opportunities.

A competitive selection process is expected for our AmeriCorps positions; a team from the MBK Initiative will assess applications.

***Service sites must:***

1. Have 501(c)3 status, or be an educational institution, state agency, municipality or city department
2. Provide a member position outline and activities that contribute to EACH Youth AmeriCorps Program performance measures and goals
3. Demonstrate the ability to meet the requirements of a service site as stated in the MoU between CEDO and the Service Site,
4. Provide a service environment that is ADA compliant, drug -free, and carried supplies and equipment necessary for members to perform their duties
5. Provide the position cash match and service related mileage reimbursement for the member at the GSA rate
6. Provide adequate supervision, support systems, and training opportunities for members
7. Attend Supervisor orientation and Member / Supervisor peer support sessions, site visit meeting(s), and other possible events and complete member performance reviews and mid and end of year report.
8. Abide by AmeriCorps provisions associated with the grant
9. Communicate with CEDO AmeriCorps staff concerning any issues regarding the member, CEDO AmeriCorps partnership, or any organizational/staff changes that may affect the member.

Please take a look at these documents to support your application

EACH Youth Program Performance Measures and Goals

AmeriCorps FAQs for Service Sites

Supervisor Handbook (old version 16 17)

If you have questions or need further information, please contact Marcella Gange, Program Director mgange@burlingtonvt.gov or call 802 865 7178