# CEDO’s AmeriCorps SERVICE Site Application

## **Applicant information**

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| Organization Name |  | Main Contact Person/Title |  |
| Address |  | Phone |  |
| Website |  | Email |  |

## **Member Slot Requests**

Our organization is requesting the following number of positions (enter number of each slot type requested):

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| **Full-Time – 1700 Hours:** |  | **Half-Time – 900 Hours:** |  |

## **Positions**

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| **Position Title** | **Supervisor Name and Title** | **Slot Type** |
| 1. |  |  |
| 2. |  |  |

## **Organizational Need**

Please provide any statistics, data, or other compelling information that demonstrates the need for the proposed position(s). (How will this position support the goals of our economic opportunity program?)

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On a day to day basis members will be doing engagement, outreach, and other direct service with clients to strengthen personal decision making to support healthy lifestyles and economic opportunity. The program offers long-term outcomes of poverty alleviation for members and clients, for a safer, healthier and more equitable community. Members will be assessed and assigned training to develop employability skills in communication, presentation, record keeping, financial management, and cultural competency in the workplace. Members will provide service at a variety of sites to support clients through mentoring and training, and to provide outreach and support to resolve our most pressing community issues - CEDO’s AmeriCorps Grant Application

## **Estimated impact of position**

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| --- | --- | --- |
| **Focus Area:** | **Projected Impact Numbers** | |
| Primary Focus Areas | | |
| Receiving training for economic opportunity |  | # of Individuals |
| Pre/Post tested improved employability |  | # of Individuals |
| Secondary Focus Areas |  |  |
| Supporting healthy lifestyles |  | # individuals / clients in program |
| Behavior change for healthy lifestyles |  | # changes pre and post assessment |
| Volunteer Mobilization |  | # volunteers |
| Capacity Building for cultural competency |  | Please put “x” and describe below. |

**Capacity Building:**

Please describe any capacity building activities that the member will engage in and their predicted impact

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**Other:**

What other activities will the member engage in, not listed above, projected impact?

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## **Member Effectiveness**

Briefly describe how the member will be effective in this placement. What would not get done without an AmeriCorps Member? What impact will the member have outside of the duties listed on the position description? How do you foresee your organization will grow or benefit from an AmeriCorps Member placement?

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## **Member Development**

Successful AmeriCorps experience provides structure, supervision, skill development and leadership opportunities. How will you cultivate your member as a leader and have appropriate responsibility for projects during their service? What training and orientation will the member receive at your site, to prepare for the position? Can you provide training and networking throughout the year? How will the member access support and supervision?

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## **Data Collection**

Which data collection and documentation tools will be used to help members report the impacts of their service activities? Examples data logs, volunteer sign-in sheets, client tracking systems, etc.

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## **Host Site Member Support Capacity**

Our AmeriCorps team created the following list of recommendations about how to best support AmeriCorps members:

* Honor the value and time I spend at the site, community and AmeriCorps team
* Hold weekly check-in meetings
* Respect and help cultivate a balance of work and life
* Set clear expectations; use a work plan as a living document to map projects
* Organization change can be ambiguous so if next steps are not clear, humility in honoring the ambiguity is appreciated
* Provide feedback that is genuine and detailed
* Respond promptly when feedback is necessary
* Honor AmeriCorps member’s time commitments as you would another staff person
* Find ways to regularly say ‘thank you’ (food and words are nice!)
* Ask for feedback about a member’s experiences and observations. AC members may be intimidated by the power difference and not offer valuable feedback.
* When information only trickles down and isn't shared in a thoughtful way, it is like putting together a puzzle

Based on this list, how will you provide supervision to your AmeriCorps member? Are there other supervisory methods you would use? Please confirm: the member would have access to a desk, phone, computer with internet, and any other tools necessary for execution of duties; will have regular access to the supervisor and key support staff; able to be excused for AmeriCorps training and events without issue; and will be treated as part of the staff at the Host Site, Supervisors will be trained in AmeriCorps service terms and conditions..

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## **Member Safety**

Please describe how your organization ensures the safety of its staff. If you have a written safety policy/procedures, please attach that instead.

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## **Member Benefits**

Please list/describe any additional benefits the member will receive from the serving with your organization. Examples include: relevant field experience, additional training, certifications, non-cash goods, networks, mileage, access to bus pass etc.

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Please check that your organization agrees to the following as an AmeriCorps service site:

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|  | Able to provide cash match on a quarterly basis |
|  | Member position does not displace or duplicate any employed or volunteer positions within the organization. |
|  | Member position emphasizes direct service and will not be comprised solely of capacity building activities, such as administrative tasks, marketing, systems development, fundraising, etc. |
|  | Member position does not include activities of a political or religious nature. |
|  | Member position provides activities that are meaningful, challenging, and of appropriate volume. |
|  | Able to provide a safe, healthy working environment. |
|  | Able to provide appropriate office space and the equipment and supplies necessary |
|  | Able to assist member with documentation of service |
|  | Supervisor has demonstrated skills to adequately support, guide, give feedback, and provide proactive communication with the member. |
|  | Supervisor is located on-site and able to meet at least once per week with the member. |
|  | Host Site will support the member in attending AmeriCorps events. |
|  | Host Site is able to provide training to enhance the member's ability to perform his/her responsibilities and support his/her professional development. |
|  | Member and Supervisor agree to adhere to Mandated Reporting requirements (training will be provided as necessary) |
|  | Service Site is able to communicate issues of concern and importance to CEDO AmeriCorps staff in a timely manner. |

Please type your name in agreement with the following:

I understand that by accepting sponsorship, the organization I represent will be required to contribute the cash match per member. I understand that CEDO has not yet been awarded grant funds, may incur unforeseeable reductions to its operating budget, and that these amounts may change prior to the start of the 2016-17 program year.

I further understand that I will be able to provide the AmeriCorps member(s) with the supervision and support they need to complete their service term. I understand that the member’s supervisor may be required to attend several meetings/days of training throughout the service year, including one half day of the Service Orientation. I understand that we will be asked to release the member for AmeriCorps-related events for up to 2 days/month on average.

I understand that CEDO will conduct initial recruitment and screening, our organization will interview candidates, select and check references.

I understand that as a service position, the member is not held to the exact same standards as an employee and that it is not possible to ‘dismiss’ them after a trial period unless they are clearly performing illegal or unsafe acts, or unless their attitude warrants it, and then if and only if there is clear documentation of these acts and if, and only if, the member has had access to due process (which might include more than one three-way meeting to attempt to resolve the issues with the Program Director, Supervisor, member and sometimes the Executive Director of the sponsoring organization as necessary).

I understand the AmeriCorps position must displace an employed or volunteer position.

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| **Name** | **Title** | **Date** |
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***You must also submit the Position Outline*** *(use template provided)*

Please send **completed Service Site Application and Position Outline** by email to Marcella Gange @ [mgange@burlingtonvt.gov](mailto:mgange@burlingtonvt.gov) (Questions should also be directed to this email address)

**Application Due July 15th 2016 at 12:00pm**