



## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401  
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[www.burlingtonvt.gov/cedo](http://www.burlingtonvt.gov/cedo)



### CEDO's AmeriCorps Program Service Site Selection Guidance

CEDO is proud to announce a new AmeriCorps program for 2016-2017. A competitive selection process is expected for our limited number of AmeriCorps positions, and we will use the guidelines below when considering a new or continuing partnership. Along with your completed application form, CEDO requires a completed position outline, using our template. This outline will include member duties, responsibilities and activities and any preferred member qualifications.

#### All sponsoring organizations must meet the following guidelines:

1. Member position outline and activities feed into CEDO's AmeriCorps program Performance Goals
2. Organization has 501(c)3 status, or is an educational institution, City or State dept.
3. Demonstrated ability to meet the requirements of service site as stated in the MoU between CEDO and the Service Site, including:

Cash match, mileage reimbursement for the member at the federal rate (currently \$.54/mile) - Physical site able to accommodate AmeriCorps members (ACMs) and service work, including ADA compliant, drug-free workplace, office/desk, computer, supplies and other equipment necessary for ACMs to perform duties, - Adequate supervision, support systems, and training opportunities, including a thorough, on-site orientation for ACMs, weekly check-in meetings with ACMs, monitoring of hours and signing off on timesheets (every two weeks) - Supervisor attendance at the Supervisor orientation and Member / Supervisor peer support sessions, site visit meeting(s), and other possible events . -Able to release member for all CEDO AmeriCorps trainings and events approximately twice per month. - Adherence to the Grievance Procedure (see Agreement)

4. Ability to abide by AmeriCorps Provisions associated with the grant
5. Ability to complete periodic reports on time (member performance reviews, and service reports etc.)



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6. Ability to effectively communicate with CEDO AmeriCorps staff concerning any issues regarding the member, CEDO AmeriCorps partnership, or any organizational/staff changes that may affect the ACM

### Priority considerations:

CEDO will consider the following in establishing priorities for selection of sites:

1. Organization is currently or has formerly hosted a CEDO AmeriCorps member, been able to demonstrate member performance, and met all CEDO AmeriCorps requirements (i.e. punctual reporting, timely member selection, appropriate supervision, etc.).
2. Position provides economic opportunity development to clients
3. Position provides support for healthy lifestyles or safer communities to clients
4. Application and position description show a clear understanding of the role of AmeriCorps at sponsoring site, as well as an understanding of what activities ACMs may and may not perform for a sponsoring organization and the distinction between AmeriCorps service and traditional employment.
5. Site is able to provide a meaningful service opportunity for the AmeriCorps Member through value of projects, networking opportunities, maintaining a positive environment, etc.