Member Management: Recruitment, Development, and Supervision

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Session Topics

- Commitment to AmeriCorps
- What is an AmeriCorps Member?
- Member Eligibility
- Member Terms of Service
- Overview of Member Recruitment
- Overview of Member Development
- Overview of Member Supervision
Commitment to AmeriCorps

COMMITMENT TO AMERICORPS

• Funded programs must be identified as AmeriCorps programs.
  – Programs must include “AmeriCorps” in the program name.
  – Partnership agreements/MOUs related to the AmeriCorps project must explicitly state that the program is an AmeriCorps program and Members are the resource being provided.

• Program participants must be identified as AmeriCorps Members.
  – Member service gear (t-shirts, polo shirts, etc.) with the AmeriCorps logo.

• Service site locations must be identified as AmeriCorps service sites.
  – AmeriCorps logo posted in public view.
An AmeriCorps Member is an individual who has been selected for and enrolled in an approved National Service program/position.
MINIMUM REQUIREMENTS:

• Be at least 18 years of age
  – Participant may be 17 years of age at the commencement of service w/ parental consent

• Be a U.S. citizen, national or lawful permanent resident

• Have a high school diploma or its equivalent or have a plan to obtain it prior to completing the first term of service
ADDITIONAL REQUIREMENTS:

• Based on the program design, funded programs may set additional criteria.
  – *i.e. Education programs may require applicants to have completed a minimum of 60 credit hours from an accredited college or university.*

• Funded programs **may not** violate the following rules that govern Member selection:
  – *Non-discrimination*
  – *Non-duplication*
  – *Non-displacement*
## Terms of Service

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Minimum # of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
</tr>
</tbody>
</table>
Term Limitations

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Maximum # of Service Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AmeriCorps State &amp; National</td>
<td>4</td>
</tr>
<tr>
<td>AmeriCorps VISTA</td>
<td>5</td>
</tr>
<tr>
<td>AmeriCorps NCCC</td>
<td>2</td>
</tr>
</tbody>
</table>

Full-time, half-time, reduced half-time, quarter-time, and minimum-time each count as one term of service.
OVERVIEW OF MEMBER RECRUITMENT

• Funded programs are responsible for the recruitment of AmeriCorps Members.

• Funded programs should actively seek to recruit a diverse Corps that reflects the community in which it will serve.

• Funded programs should recruit without regard to race, color, national origin, disability, age, sex/gender, political affiliation, sexual orientation, or religion.
IDENTIFYING RECRUITMENT NEEDS

- How many Members will you need?
  - Number of MSYs/slots
  - New programs are limited to a minimum of 5 and maximum of 10 MSYs for the first year.

<table>
<thead>
<tr>
<th>Slot Type</th>
<th># of MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1.00</td>
</tr>
<tr>
<td>Half-time</td>
<td>0.50</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>0.38</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>0.26</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>0.21</td>
</tr>
</tbody>
</table>

1 Member Service Year (MSY) = 1 Full-time Slot

# of Slots = # of Member Positions

(i.e. 6 half-time slots = 3 MSY)
IDENTIFYING RECRUITMENT NEEDS

• What will be each Member’s role?
  – Position descriptions

• What will be the start and end dates?
  – Term of service

• What qualifications are needed?
  – Necessary knowledge, skills, attitudes and aptitudes

• What will Members gain from the experience?
  – Tangible and intangible benefits
IDENTIFYING RECRUITMENT NEEDS

• What recruitment channels will you use?
  – Partner Service Sites
  – College/University Campuses
  – Local Organizations (community, faith-based)
  – Online Resources
    • *Hero 2 Hired*
    • *Volunteer Match*
    • *Host Site’s Website (Volunteer Opportunities)*
    • *My AmeriCorps Portal (CNCS)*
IDENTIFYING RECRUITMENT NEEDS

- What screening process will you use?
  - Required Components
    - *AmeriCorps Application (hard copy/online)*
    - *Two (2) References*
    - *Interview*
    - *Criminal Record Checks*
      - Sex Offender Registry
      - State Background Check (State of Residence & State of Service)
      - FBI Criminal Record Check

- Who will be involved in the screening process?

- What will be the recruitment timeline?
MEMBER DEVELOPMENT

• Programs should provide Members with the training necessary to be effective in their service assignments.

• Training should reflect the unique nature of the program.

• Training should be appropriate for the age(s), skill level(s), and other differences in backgrounds/abilities of the Members.
Overview of Member Development

• Programs are required to provide Members with a New Member Orientation.
  – Required Components
    • Member Rights & Responsibilities
    • Program Code of Conduct/Expectations
    • Policies & Procedures (including CNCS, MCSC and program-specific)
    • Position & Service Description
    • Explanation of Benefits
    • Any Applicable Paperwork
  – Supplemental Components
    • Orientation to National Service (history, mission, streams of service)
    • Orientation to the Program (history, mission, culture)
    • Orientation to Service Sites
    • Ice-breakers, Teambuilding Activities, Reflection Activities
Overview of Member Development

- Additional Trainings to Provide Members:
  - Community Background Information
    - Community Need/Problem
    - Community Stakeholders
    - Target Beneficiaries of Service Activities
  - Performance Measures
    - Goals of Service Activities
    - Intended Outputs and Outcomes
  - Specific Skills Training
    - Skills Related to Direct Service Activities
    - Skills Related to Data Collection
    - Skills Related to Volunteer Mobilization
Overview of Member Development

• Additional Trainings to Provide Members:
  – MCSC-Specific Trainings
    • CPR Certification
    • First Aid Training
    • Citizenship Training
    • Emergency Response Training
  – Life After AmeriCorps Training
    • Effective Use of the Segal Education Award
    • Resume Writing
    • Identifying & Translating Transferable Skills
    • Career Planning
Programs are encouraged to build the leadership capacity of Members.

• Example Leadership Opportunities include:
  – Team Leader Positions
    • Members MAY NOT be assigned as supervisors of other Members!!
  – Event Planning/Coordination
    • Fundraising event restrictions apply
  – Volunteer Recruitment/Management
MEMBER SUPERVISION

Programs should ensure organizational capacity to effectively supervise/support Members’ service.

• Who can provide Member supervision (examples)?
  – Program Directors
  – Program Staff (Managers, Coordinators)
  – Partner Site Supervisors
    • Programs should have an Memorandum of Understanding in place outlining Site Supervisor responsibilities.

REITERATION:
Members MAY NOT be assigned as supervisors of other Members.
Questions?