



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.*



What is an AmeriCorps Member?



An AmeriCorps Member is an individual who has been selected for and enrolled in an approved National Service program/position.



Member Eligibility



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



Member Eligibility



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*



Member Terms of Service

Terms of Service



Term of Service	Minimum # of Hours
Full-time	1700
Half-time	900
Reduced Half-time	675
Quarter-time	450
Minimum-time	300

Member Terms of Service

Term Limitations



Program Type	Maximum # of Service Terms
AmeriCorps State & National	4
AmeriCorps VISTA	5
AmeriCorps NCCC	2



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

Overview of Member Recruitment



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.



Overview of Member Recruitment

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.*

Slot Type	# of MSY
Full-time	1.00
Half-time	0.50
Reduced Half-time	0.38
Quarter-time	0.26
Minimum-time	0.21

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

of Slots = # of Member Positions

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



Overview of Member Recruitment



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*



Overview of Member Recruitment



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)*



Overview of Member Recruitment



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?



Overview of Member Development



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*



Overview of Member Development



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



Overview of Member Supervision



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?

