Member Recruitment

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Program Directors Training
06/25/19
If you don’t like the road you’re walking, start paving another one.

DOLLY PARTON
Agenda

• Placement Requirements
• Creating a timeline for Recruitment
• Recruitment Process
• Promote Your Service Opportunity
• Group activity/ Discussion
Placement Requirements

• Be a U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
• Undergo a National Sex Offender Registry check, and EITHER a state criminal history check OR an FBI fingerprint check
• Be at 18 years old (17 years old applicants must have parental consent)
• Have a high school diploma or GED or agree to obtain one while serving. (Members serving as tutors must have high school diploma.)
Creating a Recruitment Timeline

• Move backwards from proposed start date
• Establish tasks:
  – Compose the Member position description
  – Promote the service opportunity
  – Process applications / conduct interviews
  – Develop acceptance materials
  – Develop a waiting list
  – Establish criminal record check procedures
Recruitment Timeline Continues

- Establishes an outline for the recruitment process by determining when:
  - Roles and responsibilities for involved staff are determined
  - The Member position description is composed
  - The service opportunity is promoted
  - Schedules and deadlines for specific tasks are set (e.g. application deadline, interview schedule, Member acceptance, etc.)
Recruitment Process

1. Identify recruitment needs
2. Outline applicant requirements
3. Promote the service opportunity
4. Screen potential candidates
5. Make selection decisions
Promote Your Organization Service Opportunity

• Where can I promote?
  – My AmeriCorps Portal
  – Your organization’s website
  – College/university campuses
  – Local community/faith-based organizations
  – Online volunteer and/or career sites
  – Social media
  – Word of mouth
Activity

• Divided into two groups please
• Quietly wait further instructions
Discussion

• Thoughts about the activity?
  – Challenges?
  – How can you relate this activity to the true challenges of recruitment?