

## Requirements for Service Opportunity Listings

### Two Line Summary

- Include one or two lines that summarize your program's mission and vision.

### Member Duties and Service Description

- Please provide a basic description of what the member(s) will be doing as a part of service, including day-to-day duties and specific responsibilities that the AmeriCorps member performs.
- CNCS staff are screening for prohibited activities in these sections. Please refer to the list of [prohibited activities](#) to avoid any compliance issues.
- Avoid using specific words that may lead to a disapproved service opportunity listing due to their similarities to prohibited activities.
  - For example, if members will support clients, do not use the word "Advocacy" unless there is context as to what type of advocacy.
  - Similarly, if members will provide health referrals, include language such as "AmeriCorps members do not provide health services related to prohibited items" in the description.
- Avoid vague language such as, "other duties as assigned" and "etc." If it is difficult to determine what members will be doing during their term of service, the listing will not be approved.

### Program Benefits and Work Schedules

#### For Full Time (1700 hour) Work Schedules:

- Program Benefits must include at least health coverage, living allowance (or stipend), childcare assistance if eligible, and education award upon successful completion of service.
- If the program is an Education Award Only program, Program Benefits do not need to include living allowance or health coverage.
- If the program is a Professional Corps program, Program Benefits do not need to include living allowance, health coverage, or childcare assistance.

#### For Part Time or Summer (anything other than 1700 hour) Work Schedules:

- Program Benefits must include an education award upon completion of service.

#### For less than Full Time serving in a Full Time capacity Work Schedules:

- Choose "Full Time" in the Work Schedule section and **indicate the exact type or types of member position(s)** in at least one of the following fields: Position Title; Two Line Summary; Modification Comments; Service Description.
- Program Benefits must include an education award upon completion of service.

#### For all Work Schedules:

- **Do not include** "Choice of Education Award or End of Service Stipend" as one of the Program Benefits. This benefit only applies to VISTA.

## Program Start/End Dates and Accepting Applications Dates

- The **Program Start/End Date** should cover the time of service for the listing. To avoid confusing potential applicants, the dates should not cover multiple years of a 3-year grant. Additionally, the End Date must be in the future to be approved and open for recruitment.
- The **Accepting Applications** end date must be in the future to be approved and open for recruitment. The listing will not be searchable in the Portal if the Accepting Applications end date has passed.
- If the listing is being closed, the **Program Start/End Date** and **Accepting Applications** dates may be expired. Please add a modification comment to confirm the listing closure and expired dates. Please click “No” when asked “Do you want to make this listing to be available now?”.

## Program Location

- Please only list the **Program Locations** where the member’s service is occurring. It should not be used to increase the program’s visibility to potential applicants.
- National Directs may list multiple program locations in the same service opportunity.

## Age Requirement

- Generally, the age range must be a minimum of 17 and a maximum of 99 (or none).
- The minimum can be lower than 17, if a program is engaging members who are opportunity youth and were *already* out of school at age 16. These members mustn’t have left school in order to serve in AmeriCorps.
- The maximum age can be lower than 99 for CNCS-approved youth corps programs.

## Modification Comments and Removing a Listing

- Modification Comments can help CNCS staff understand the intent behind modifying a service opportunity listing, which will result in a speedier approval process.
- Listings cannot be deleted from the Portal, but they can be hidden. Please click “No” when asked “Do you want to make this listing to be available now?” and indicate in the modification comments that you want to remove the listing.

## Service Opportunity Listings Tips and Tricks

- **Draft your service opportunity listing:** It is advisable to write the narrative in Word before creating a service opportunity listing.
  - Word checks for spelling and grammar errors whereas eGrants does not.
  - There is no Save option in eGrants, only Submit. Please do not submit incomplete listings to CNCS.
- **Longer recruitment periods are ideal:** Every time the Accepting Application date passes, the listing needs to be resubmitted and reapproved, taking time away from members who want to apply to a program but cannot. The Accepting Applications end date can be longer than the program’s ideal Accepting Applications end date and closed when recruitment is complete. *We recommend positions recruit for at least 1-2 months.*
- **Submit service opportunity listings early:** Submit a listing well in advance of when recruitment should begin to avoid delays. Therefore, if there are any issues with the listing, they will be

resolved at a time that is not during the program's peak recruitment. An approved listing will automatically be published during the Accepting Applications date range.

- **Edit versus view:** If a program re-opens a listing by selecting "Edit" in the Recruitment Workbasket, the submission date/time will be updated, even if no changes are made or saved. As listings are approved in chronological order, once a program does this, its listing will be moved to the end of the queue which delays the approval of the listing. Selecting "View" will not change the timestamp.
- **Multiple versus individual listings:** Grantees have the option to either create multiple service opportunity listings for different program locations, service sites, and/or member duties or create a single universal service opportunity listing. *Please note the universal service opportunity listings should still be comprehensive and detailed in order to be approved.* Grantees with different member slots (i.e. work schedules) are encouraged to create multiple service opportunity listings due to differences in member benefits.
- **Approval timeline:** Please allow 3-5 business days for the approval of a service opportunity listing. The approval process can be longer depending on if corrections are needed.

For additional information, please contact your CNCS Program Officer or the CNCS hotline.

## Service and Volunteer Coordinator -

**Two Line Summary:** is dedicated to addressing community needs in southern Virginia. AmeriCorps members will focus on building the region's science, technology, engineering and math (STEM) capacity.

**Member Duties ; PREFERRED QUALIFICATIONS:** • Excellent oral and written communication skills • Associate's degree or higher • Silver level National Career Readiness Certificate • Intermediate computer skills, specifically in Microsoft Office products • Savvy with social media and online design tools • Ability to work independently and as part of a team • Access to a reliable vehicle and valid driver's license • Experience working with young people, job seekers, and/or adult learners • Strong organizational skills • Willingness to learn and serve others

**Program Benefits :** Health Coverage , Training , Education award upon successful completion of service , Stipend , Childcare assistance if eligible .

**Terms :** Uniforms provided and required , Car recommended , Permits working at another job during off hours , Permits attendance at school during off hours .

**Service Areas :** Community Outreach .

**Skills :** Community Organization .

**Service Description :** The seeks to create distinct learning experiences and career opportunities, and to strengthen the social and economic vitality of our region. Member will work to promote the region's volunteerism software, Get Connected; organize and promote days of service; and recruit volunteers in both traditional and creative ways. Full-time position, \$15,400 stipend, 1700 hours during the service year. This is approximate to serving 35 hours a week for 50 weeks. Service is anticipated to begin on September 15, 2015 and end on August 31, 2016. The Service & Volunteer Coordinator will be housed at

Occasional travel throughout the service footprint and/or to state or national conferences may be required. RESPONSIBILITIES MAY INCLUDE: • Collaborate with staff, fellow AmeriCorps members, and partner organizations to develop and support service projects through member and volunteer recruitment. • Promote regional volunteer opportunities to students, faculty and staff through electronic and social media as well as face-to-face recruitment. • Promote Get Connected, the region's volunteer management software platform, managed through the CCECC. • Develop promotional pieces for volunteer opportunities, creating a brand that is recognizable throughout the region for volunteer recruitment. • Develop volunteer protocol to support program outputs and outcomes. • Attend all mandatory host site and meetings. • Attend all planned training sessions for AmeriCorps members. • Complete and submit accurate and timely documentation of AmeriCorps service hours as required by the . • Plan and participate in the MLK Day of Service, Day to Engage, and one additional service day.

**Modification Comments :** application deadline change

SUMMARY	
<b>Program Type:</b>	AmeriCorps State / National
<b>Program</b>	
<b>Program Code</b>	
<b>Program Start/End Date</b>	09/15/2015 - 08/31/2016
<b>Work Schedule</b>	Full Time
<b>Education level</b>	Associates degree (AA)
<b>Age Requirement</b>	Minimum: 18 Maximum: None
<b>Program Locations</b>	VIRGINIA
<b>Languages</b>	English
<b>Accepting Applications</b>	From 09/08/2015 To 11/01/2015
<b>Contact</b>	
<b>Submitted By :</b>	