

# SCI AmeriCorps Host Site Application Information *Service Year 2017-18*



SCI AmeriCorps is supported by the Massachusetts Service Alliance

**Application Due: Tuesday, February 21, 2017**

To apply for a position as an SCI AmeriCorps Host Partner Site, please review the following information before completing and submitting an application. Please address any questions to Leah Mulrenan, AmeriCorps Program Manager, at 781-935-2244 or LMulrenan@socialcapitalinc.org.

The SCI AmeriCorps program anticipates having 25 full-time AmeriCorps members who will implement volunteer outreach and capacity building activities and help youth develop their social capital and leadership skills.

#### **Basic Eligibility Requirements:**

- 501(c)3 Organization or Local Government in Massachusetts
- SCI AmeriCorps members cannot displace a current employee or serve in a regular staff position.
- Role of the SCI AmeriCorps Member must align with position description of an SCI AmeriCorps member (VOC or YLC), as well as SCI's mission and program goals

#### **Considerations:**

- Alignment of host site position description with SCI AmeriCorps description.
- Priority given to sites that are/will collaborate with SCI in other programs (i.e. Webportals, Youth Leadership Programming).
- Strength of member supervision plan.
- Geographic distribution of host sites.
- For returning sites:
  - Performance related to program goals and outcomes.
  - Member support and experience.
  - Starting Service Year 2016-17 Host Sites may host an SCI AmeriCorps member a maximum of 3 years. Exceptions may apply, please contact Program Manager for details.

#### **Application & Service Year Timeline:**

- Decisions made and acceptance letters sent by mid-March.
- Site Visits scheduled as needed in February & March.
- SCI Recruitment efforts begin March
- Host site informational meeting will be held in late April.
- New Member Orientation will be in the first two weeks of September. Exact schedule TBD.
- Members serve through the end of June 2018

#### **About Social Capital Inc. (SCI)**



The mission of Social Capital Inc. (SCI) is to **strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives**. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities. This increase in 'social capital' will result in communities that are safer, healthier and more vital.

Since 2002, SCI has been increasing social capital and community engagement in Eastern Massachusetts communities. In the process, SCI has developed tools, program models, trainings and other resources to help communities boost their social capital and thus better tackle issues of concern. We are actively seeking organizations and communities that would like to partner with SCI and leverage our social capital building expertise to address pressing issues such as health & wellness, youth success and economic development. For other program opportunities, visit our website - [www.socialcapitalinc.org](http://www.socialcapitalinc.org).



## About AmeriCorps

AmeriCorps is a network of local, state, and national service programs that connects more than 75,000 citizens (nearly 2,000 in MA) each year in intensive service to meet our country's critical needs in education, the environment, public safety (including disaster preparedness and response), health, etc. Since the program's founding in 1994, more than 1 million AmeriCorps members have contributed more than 1.4 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

## Supporters

SCI receives fiscal and technical support from the following partners:

- The **Massachusetts Service Alliance (MSA)**, established in 1991, is a private, nonprofit organization that serves as the state commission on community service and volunteerism. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact.
- The **Corporation for National and Community Service (CNCS)** established in 1993, CNCS is a federal agency that engages more than 5 million Americans in service through its core programs -- Senior Corps, AmeriCorps, and the Social Innovation Fund -- and leads President Obama's national call to service initiative, United We Serve. As the nation's largest grantmaker for service and volunteering, CNCS plays a critical role in strengthening America's nonprofit sector and addressing our nation's challenges through service.

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## About the SCI AmeriCorps Program

*The Social Capital Inc. (SCI) AmeriCorps program will enable community organizations to connect youth with people, experiences and resources they need to succeed.* SCI AmeriCorps members will leverage volunteers that will be engaged in activities to help teenage youth increase their social capital and prospects for school success. SCI AmeriCorps members will be responsible for implementing effective volunteer management best practices and providing leadership training to youth.

We have chosen to focus on the population of disadvantaged youth because of the great need and great potential that encompasses this group. Evidence suggests that providing an opportunity for leadership training, for service learning, and to build positive relationships with adult mentors can make a difference in social capital levels for them.

**SCI AmeriCorps members should build the capacity of youth serving organizations to address the need to connect disadvantaged youth with people, experiences and resources found to increase the opportunities of economically disadvantaged students.**

SCI AmeriCorps is currently an AmeriCorps state program administered by the MSA. The program at Social Capital Inc. began in 2007 and has continued to grow. The SCI AmeriCorps program anticipates having 25 full-time AmeriCorps members who will implement volunteer outreach and capacity building activities and help youth develop their social capital and leadership skills.

Members are divided into two teams, Youth Leadership Coordinators and Volunteer Outreach Coordinators. Position descriptions are provided. *Priority communities for the SCI AmeriCorps program are Boston, Lynn, Fall River, Lawrence, Milford, Bellingham, Revere, Salem, Wakefield, Stoneham, and Woburn.* We may be able to explore additional communities.

## **SCI AmeriCorps Member Positions**

SCI has outlined two positions for our AmeriCorps members. Organizations applying to host an SCI AmeriCorps member(s) must apply for either a Volunteer Outreach Coordinator or Youth Leadership Coordinator.

### **Volunteer Outreach Coordinators (VOC):**

Fifteen VOC team members will **implement practices for volunteer engagement at their host sites, as well as recruit and manage volunteers**. VOC members will begin by reviewing their host agencies pre-assessment to determine existing volunteer systems and what needs to be created or revised. Practices that members will add or enhance might include:

- a volunteer outreach plan
- a system for screening and matching volunteers to appropriate roles
- volunteer training
- regular communication with volunteers
- volunteer recognition program

Volunteers recruited by SCI AmeriCorps members should contribute to a wide range of programming including mentoring services, health and resource fairs, community service projects, and more. Some members of the VOC team will manage SCI community web portals that highlight volunteer opportunities along with educational and health resources; and coordinate social media activity to connect with potential volunteers and highlight volunteers' accomplishments. These VOC members will also publish a weekly community eBlast with upcoming events, educational tips, and volunteer opportunities. All of these volunteer outreach activities support our ultimate goal of connecting youth with people, experiences and resources they need to succeed. Volunteers recruited by SCI AmeriCorps members serve economically disadvantaged families in their communities, with a particular emphasis on youth.

### **Youth Leadership Coordinators (YLC):**

Ten YLC members will increase the capacity of host sites to train young leaders and engage youth in social capital building and community service-learning. A primary component of each YLC member's service will be to **train and support a core group of 20 youth leaders who will make up a local youth council**. Members will use the SCI Youth Leadership Curriculum with youth council members on an ongoing basis for undertakings such as distributing mini-grants to other youth service learning projects to engage more youth in positive community activities. This curriculum provides a project-based method for teens to develop leadership skills as they recruit other students to participate. SCI AmeriCorps YLCs will engage youth in leadership development training and, in turn, these youth will engage their peers in community service learning.

### **Position Descriptions:**

Member responsibilities can vary slightly by host site, but should include most, if not all, of the bullet points listed under the position and contribute to the goals of the SCI AmeriCorps Program.

### ***Volunteer Outreach Coordinators (VOC)***

The Volunteer Outreach Coordinator (VOC) will develop and implement practices for effective volunteer engagement at their host sites, drawing on SCI's emphasis on relationship development and nurturing local social networks.

- Design a *volunteer outreach plan* aiming to increase the capacity of volunteers for the host-site agency
- Create a system for *screening and matching volunteers* to appropriate roles that meet serve disadvantaged youth.
- *Coordinate projects* that engage families in school and community life such as resource fairs, family arts and cultural events, academic enrichment projects and family service days.
- *Utilize technology and in-person outreach* to recruit residents to volunteer and participate in other civic activities.
- *Manage contact information* of volunteers, website and eblast subscribers and other contacts.
- *Create marketing materials* to promote the community website, volunteer opportunities and community events.
- Collaborate with other SCI staff, volunteers and partners on other projects to promote civic engagement, with an emphasis on integrating youth into activities of SCI and community partners.

- VOCs will have a strong online presence. At certain host sites, VOCs will serve as the primary webmaster for one of the SCI community websites. These members will also be the primary editors for the local civic eBlast. Some of the responsibilities of these roles will be to update content on SCI community portal websites, weekly civic eBlasts, community partner sites and other websites in order to recruit residents to participate in volunteerism and other civic activities.

*Volunteer Outreach Coordinator Objectives:*

- Recruit and coordinate at least **175 volunteers**
- Implement volunteer management practices that increase capacity to engage volunteers at their host site organization

**Youth Leadership Coordinators (YLC)**

Youth Leadership Coordinators increase the capacity of host sites to implement social capital building, youth engagement and community service-learning as strategies to achieve high educational outcomes.

- *Implement the SCI Youth Leadership Curriculum* through a Youth Council program and/or another youth leadership development program. Some members may be initiating new youth leadership programs while others will enhance existing programs.
- Members will also seek to *increase capacity for adult volunteers to support* the success of young people served by the agency.
- *Recruit and coordinate* youth (other than core youth council) and adult volunteers.
- *Increase participant civic leadership skills and commitment to future civic engagement.*
- Provide *additional direct service to youth* at partner agencies that support youth development goals and have been approved by SCI, such as various programs, mentoring, or tutoring.
- *Coordinate projects* that engage families in school and community life such as resource fairs, family arts and cultural events, academic enrichment projects and family service days.
- Track progress of the teen leaders through the maintenance of individual civic leadership skills checklists and other assessment tools that document the practical skills they develop in areas such as meeting facilitation and event coordination.
- Collaborate with other SCI staff, volunteers and partners on other projects to promote civic engagement, with an emphasis on integrating youth into activities of SCI and community partners.
- Collaborate with other SCI Youth Programs Coordinators on joint efforts including occasional activities that bring together youth from various SCI locations.

*Youth Leadership Coordinator Objectives:*

- 1 corps member trains a core of **20+ youth**
  - 75% of youth trained show increases in social capital and leadership skills (shown by SCI Youth Pre/Post Survey)
- Each core youth group engages 100 youth in community service learning and 200 youth in other civic activities

## **Becoming an SCI AmeriCorps Partner Site**

SCI AmeriCorps members will be placed at partner agencies that can demonstrate strong alignment with SCI's mission and the goals of the SCI AmeriCorps program. The following summarizes the benefits and responsibilities of serving as a host agency for one or more member.

### **Benefits of hosting an SCI AmeriCorps Member:**

- **A full-time SCI AmeriCorps member serving at your agency September 2017 - June 2018 (approx. 40 hours per week).**
- To support host site's recruitment efforts, SCI recruits members from various sources, reviews applications and conducts first interviews to screen potential candidates for your host site. Candidate information is sent along to the host site with the Program Manager's notes.
- SCI provides the AmeriCorps members with training and ongoing professional development and support opportunities. This training and professional development is guided by the SCI Social Capitalist Curriculum which serves as a guide for members' service. Much of SCI AmeriCorps training will relate to their service at their host site, however we also offer trainings that will provide professional development for our members.
- SCI administers the members' stipends and other benefits, including Health Care.
- SCI handles all on-boarding and exiting of members. This includes the offer letter, financial paperwork, etc.
- Background checks are run and paid for by SCI according to the CNCS requirements
- SCI assists with member support and any possible issues throughout the service year.
- Compliance with the federal grant that supports the program is handled by SCI.
- SCI provides expertise, practical tools and other resources to related to social capital for use by members & partners.
- SCI facilitates a learning network to expand social capital knowledge base.
- Grow your network of interested parties that can be leveraged for local projects.

### **Site Partner Responsibilities:**

- *Host Site Match (Cash & Member Expenses)*
  - The grant received from the MSA requires significant matching funds from the organization receiving the grant. Host sites provide a **\$7,600 cash match** per AmeriCorps member to defray the cost of the program and also allow members to have a \$50 housing allowance every month of service. The match may be paid according to the options listed below, each option includes a non-refundable \$500 deposit to begin recruitment for your member. An early payment ensures SCI has the matching funds it needs in a timely manner. Should the member not complete their service year, the matching fee will be prorated based on the amount of weeks served.
    - Option 1: \$7,250**  
Early Payment Discount awarded when full payment is received within 30 days of official selection notice.  
(Includes \$500 non-refundable deposit to begin recruitment)
    - Option 2: \$7,600**  
Initial Payment \$1,900 within 30 days of official selection notice (Includes \$500 non-refundable deposit to begin recruitment)  
2nd Payment \$1,900 by Sept. 1st, 2017  
3rd Payment \$1,900 by Dec. 1st, 2017  
Final Payment \$1,900 by March 1st, 2018
  - Host sites will be required to provide documentation of **Member related expenses at a minimum of \$750 per member**. SCI will provide forms to be submitted. Alternatively, sites can provide an additional \$500 cash match in lieu of documenting expenses.
- *Recruitment & Placement*
  - While SCI makes extensive recruitment efforts, additional efforts from host sites is required and brings qualified and motivated candidates. Host site recruitment efforts allow us to target recruitment efforts on the communities

we serve. SCI recruitment spans the state and region.

- The interview process begins with SCI. After receiving a candidate's 1<sup>st</sup> interview information from SCI, the host site supervisor will conduct the 2<sup>nd</sup> interview. The final selection of the member is done by SCI with strong consideration from the host site.
- Position descriptions should be provided to list on websites, social media outlets, newsletters, sent to colleagues, etc. Additional information on sharing recruitment information will be provided to accepted sites.

- *Member Supervision & Development*

- Designate a supervisor for the member. This supervisor should attend an initial SCI AmeriCorps training.
- Provide on-site orientation, conduct weekly check-ins with the member to provide support and guidance when necessary, as well as a mid-year and end of year performance review for the member, following the template provided by SCI.
- Ensure a positive and constructive environment for the member to learn and grow during their service.
- Ensure that the member's service is contributing to the program objectives, and support the member's efforts to collect required program reporting data, particularly information on volunteers recruited and managed, and the number of youth served by members and the volunteers they recruit.
- Ensure accuracy and timely submission of member timesheets, review and verify the accuracy of member program reporting.
- Keeping in mind the AmeriCorps members are volunteers, supervisors of AmeriCorps members should be prepared to offer increased guidance and support to the member in addition to typical management objectives.
- Follow AmeriCorps regulations and observe prohibited AmeriCorps member activities. Prohibited are listed in the next section and can be found at:  
[http://www.nationalservice.gov/sites/default/files/documents/acprohibited\\_activities.pdf](http://www.nationalservice.gov/sites/default/files/documents/acprohibited_activities.pdf).

#### **Additional Responsibilities and Information:**

- Host sites agree to provide member with standard office space and equipment needs for daily activities and service projects. Sites must also provide a drug free workplace, and provide reasonable accommodations to people with disabilities.
- Full time SCI AmeriCorps members commit to serving 1700 hours over the course of their service. The majority of hours will be spent in direct service at your site, however, there are other forms of service that may not directly impact your site, but are beneficial for members. Members will participate in SCI AmeriCorps monthly professional development sessions, other occasional SCI sponsored events, and perform an average of 10 hours each month of learning and sharing activities. Our All Corps Days are typically held on the first Friday of every month.
- Full List Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:
  - a. Attempting to influence legislation;
  - b. Organizing or engaging in protests, petitions, boycotts, or strikes;
  - c. Assisting, promoting, or deterring union organizing;
  - d. Impairing existing contracts for services or collective bargaining agreements;
  - e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
  - f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
  - g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
  - h. Providing a direct benefit to—
    - i. A business organized for profit;
    - ii. A labor union;

- iii. A partisan political organization;
- iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
- v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
  - i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
  - j. Providing abortion services or referrals for receipt of such services; and
  - k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time,

*\*Placements are contingent upon receiving the anticipated renewal funding from Massachusetts Service Alliance and CNCS.*

### **Member Experience: Who are our Members?**

When thinking about hosting an SCI AmeriCorps member, it is important to know a little about who your applicants will be and what they are looking to accomplish in their year of service. AmeriCorps attracts energetic, passionate, dedicated, and talented individuals that are ready to serve.



Our members receive a very modest living allowance. There are other benefits, such as an Education Award at the end of their service. However, a very important benefit of AmeriCorps is the opportunity to gain skills and have the opportunity to lead. Ambition draws a lot of our candidates in. If you are thinking about what an SCI AmeriCorps member could accomplish at your site, leave room in the list for their ideas, you won't be disappointed!

Most are looking to make a difference, gain some experience, and meet amazing people. All of our members are motivated and passionate about serving in communities that need them. Here are a few of our recent members' reasons for serving:

“We live in a great country, but it needs our help to be as great as it was always meant to be. I believe that serving with AmeriCorps is one of the first steps to having positive impact.”

- *Emily, 2014-15*

“I chose to join SCI AmeriCorps because I, one day, hope to do great things for people all around the world. In order to help people and communities worldwide, I must first start with changing and uplifting communities in my backyard. ”

- *Sophonie, 2015-16*

“I am passionate about making a difference for people. There's so many complex issues revolving around the youth today socially, economically, and politically, and I want to make a dent in helping them cope with and learn about those issues.”

- *Cassie, 2014-14*

“I decided to join AmeriCorps because I felt it was a great opportunity to serve in the area I am originally from and also to gain insight on what I want to pursue for a career after graduation. I have heard great things about AmeriCorps and I believe it will offer an amazing experience and a chance for me to work with local communities.

- *Mackenzie, 2015-16*