

**SCI AmeriCorps Host Site Application for  
September 2018 Full-Time Positions**  
**Due March 16, 2018 -- (email intent to apply by 3/1/18)**



**Before completing this application, organizations must review the SCI AmeriCorps Host Site Application Information document for the 2018/19 Service Year.**

**Application Guidelines:** To serve as a host agency for one or more SCI AmeriCorps member, returning and new applicants must complete this application in its entirety, *including all appendices and SCI's Social Capital Assessment and return to Amelia Walters, SCI AmeriCorps Program Manager.*

**By email:** AmeriCorps@socialcapitalinc.org

**Two signed copies by mail:**

Social Capital Inc. Attn: Amelia Walters  
165M New Boston St., Suite 233  
Woburn, MA 01801

***Applications will be reviewed immediately. Accepted host sites will be required to attend a host site meeting regarding recruitment and supervision of members in the spring. There will also be a site visit in the spring.***

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**SCI AmeriCorps Host Site Application for 2018-19 Program Year**

**Before completing this application, organizations must review the SCI AmeriCorps Host Site Application Information document for the 2018/19 Service Year.** Please initial here indicating that you have reviewed and understand the corresponding information document to this application:

X \_\_\_\_\_

**Section 1: Host Site Organization Information**

**Organization Applying:**

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**Contact Person:**

**Contact Email:**

**Mailing Address:**

**Location Address** (where the member will be serving):

**Host Site Supervisor (Name, Title, Contact Info):**

**Number of AmeriCorps Positions you wish to host:** \_\_\_\_\_ YLC \_\_\_\_\_ VOC

**Note:** 2 is the recommended maximum for a host site, but if you are applying for more than 2, be sure to fully describe your host site's capacity to reach all of the goals for each of the positions.

**Please provide a brief description of your organization:**

**Section 2: Objectives and Service Activities**

SCI has submitted a grant application that specifies overall objectives and general service activities for each of the 2 SCI AmeriCorps teams. Host organizations should understand the objectives of the SCI AmeriCorps Program and certify that the service activities the SCI AmeriCorps member carries out will contribute to the accomplishment of at least one of these objectives. Examples of service activities include: recruiting mentors, tutors, and career exploration speakers; creating roles for parents to volunteer and engage in their child's educational development; planning community events such as career and resource fairs to connect families to resources; and engaging students in community service-learning activities.

Briefly describe your proposed service activities for the member(s) you are requesting and how those will accomplish the objectives of the SCI AmeriCorps Program outlined in the Information document.

How will the service activities of your member(s) support young people's success? **Note:** This focus supporting young people's success applies to both the VOC and YLC positions, so please reflect your plan for this in your answers.



**Section 3: Position Specifics**

Please complete the below sections based on which position(s) you are requesting. You may delete the section that does not apply to the position you are requesting.

       **Youth Leadership Coordinator**

Please provide a detailed position description. The bullets below are the broad SCI AmeriCorps YLC Position Description. Describe how each will be carried out (If a bullet does not apply to the position please note n/a).

<i>SCI AmeriCorps Position Description</i>	<i>How the activity will be carried out at the organization</i>
→ Develop leadership skills and social capital of a core group of at least 20 youth 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 a pre/post-test for core youth served, and other evaluation and reporting methods.	
→ 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 Leadership Coordinators on joint efforts including occasional activities that bring together youth from various SCI	



locations.	
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**Please provide any additional Member Responsibilities:**

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**Please describe how the member will meet each of the following YLC objectives:**

Member <b>trains a core of 20+ youth</b>	
Each core youth group <b>engages 100 youth</b> in community service learning and <b>200 youth</b> in other civic activities	

**YLC outcomes are measured by the SCI Youth Survey that is taken at the beginning and end of the year by the core youth. Below are some items on the survey. Please describe how your member’s service would work toward seeing these outcomes in their youth members.**

I enjoy volunteering.	
I feel knowledgeable about the issues in my community.	
I can make my voice heard about the issues I care about.	
I feel I can manage a service project.	
I consider myself a leader.	
I work well on a team.	
I can motivate my peers to get involved in their community	
I have clear goals for when I graduate high school.	
I understand social capital and why it's important.	
I feel safe in my community.	
I have adults I can turn to for help to accomplish my goals.	
I have adults I can turn to for support when I have a problem.	
I have a community where I am comfortable being myself.	



**Volunteer Outreach Coordinator**

**Please provide a detailed position description. The bullets below are the broad SCI AmeriCorps VOC Position Description. Describe how each will be carried out** (If a bullet does not apply to the position please note n/a).

<i>SCI AmeriCorps Position Description</i>	<i>How the activity will be carried out at the organization</i>
→ Design a <i>volunteer outreach plan</i> aiming to increase the capacity of volunteers for the host-site agency	
→ Create a system for <i>screening and matching volunteers</i> to appropriate roles that serve disadvantaged youth.	
→ <i>Coordinate projects</i> that engage families in school and community life such as resource fairs, family arts and cultural events, academic enrichment projects and family service days.	
→ <i>Utilize technology and in-person outreach</i> to recruit residents to volunteer and participate in other civic activities.	
→ <i>Manage contact information</i> of volunteers, website and eblast subscribers and other contacts.	
→ <i>Create marketing materials</i> 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.	

**\*For VOCs maintaining SCI community portals:** How will the portal be used to recruit volunteers? What kinds of educational resource information will be shared on the site? (the new grant focus requires that the portals include educational information for parents and volunteer opportunities). Enter n/a if not an SCI community portal site.

**Please provide any additional Member Responsibilities:**

**Please describe how the member will meet each of the following VOC objectives:**

Recruit and coordinate at least <b>200 volunteers</b>	
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Implement volunteer management practices that increase capacity to engage volunteers at their host site organization	
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**Volunteer Management Assessment**

One outcome of the SCI AmeriCorps Program Volunteer Outreach Position is to improve the capacity for volunteers at their host sites, the tool for evaluating this is the social capital pre and post assessment. This page highlights the volunteer management section to help us evaluate those needs. Please also complete the full pre-assessment and submit along with your application.

Check the box in each section that best applies to your current practices.

	Does not exist	Planning Stages	Partially Implemented	Fully Implemented: Needs Improvement	Fully Implemented: Does not need improvement
Uses a written volunteer recruitment plan to identify connections and networks that can generate strong pool of volunteers.					
Organization wide process to follow up with people interested in volunteer opportunities					
Volunteer position descriptions defining tasks and skills required.					
Process for screening potential new volunteers and matching them to appropriate roles.					
Intentional strategies for volunteers to build relationships with one another & agency staff.					
System for regular communication with volunteers.					
Training and professional development for volunteers					
Method of tracking volunteers (names, contact info, hours, etc.)					
Established method of volunteer recognition (ongoing thanks + formal programs)					
Method for evaluating events/projects/volunteer experiences					
Organization wide commitment to incorporating volunteers as an essential part of carrying out mission.					

**Current Sites:**

Please identify three or more specific items from the Social Capital Volunteer Management Pre-Assessment that you submitted earlier in the year that you seek to improve upon as a result of the AmeriCorps placement. In addition to identifying one or more specific items please also attach the completed pre-assessment with your application:

**New Sites:**

Please identify three or more specific items from the Social Capital Volunteer Management Pre-Assessment that you seek to improve upon as a result of the AmeriCorps placement. Please attach the full pre-assessment with your application.



#### **Section 4: Position Requirements, Member Supervision, and Recruitment**

You can add additional responsibility and/or qualification bullet points provided they are consistent with the overall position goals and AmeriCorps regulations. Currently listed on our description are:

##### **Required Skills for Essential Functions:**

- A commitment to national service and the mission of SCI
- The desire to serve with diverse constituencies
- Excellent organizational and communication skills
- Ability to serve with youth in a group setting; past experience with youth is helpful (for YLC)
- Ability to conduct community outreach and make presentations to community groups (for VOC)
- Excellent written and oral English communication skills
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in Greater Boston or Southcoast area (i.e. Dartmouth, Fall River, New Bedford)
- Availability to attend community meetings and events during evening and weekend hours (frequency varies by position)

##### **Desired Skills for Marginal Functions:**

- Regular access to a car (strongly recommended for certain sites)
- Bilingual communication skills a plus.
- Knowledge of the community served a plus.
- Ability to serve on a team and independently.
- College degree or coursework is preferred, but not required.
- Knowledge of HTML, PHP and Drupal a plus for the positions that will serve as community portal webmasters.

**Please indicate which of our requirements are most important and list any additional required skills or qualifications for member(s) at your site. Please indicate whether a member could serve with you relying on public transportation or if regular access to a car is recommended.**

**What would the regular service hours be for the member you host (they serve an average of 40+ hours per week but the schedule of those hours is up to the host site)?**

**Who will be the member supervisor? Please briefly describe your plan for training and supervising the member, all plans should include a minimum weekly check-ins.**

**What other member development opportunities can your site offer (i.e. training opportunities, shadowing, etc.). Keeping in mind that a major benefit for members is their experience and skills gained through their service, what skills will be developed through service at your site?**

**As mentioned in the information document, SCI makes extensive efforts to recruit a diverse corps of 25 individuals, however, a more targeted approach to recruiting individuals in the communities we serve is best done through our host site partners. Please briefly describe any efforts you plan to make in recruiting for your member (including outlets and networks).**



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**Cover sheet & Certification**

Host Agency Name:

Contact Person:

Contact Email:

Mailing Address:

Number of AmeriCorps Positions you wish to host: \_\_\_\_ YLC \_\_\_\_ VOC

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**Certification**

*Our agency has reviewed the SCI AmeriCorps Applications information and is willing to commit to hosting an AmeriCorps member(s) to provide direct service in one or more of the above service areas between September 2018 and June 2019. If selected to host an AmeriCorps member, (Host Site Agency) \_\_\_\_\_ agrees to follow program regulations and other requirements of SCI and the agency administering the grant, including:*

**Initial each:**

- Providing on-site supervision and support for the Member including an orientation and training
- Paying a cash match to cover Member support costs & submitting documentation of additional member costs, as outlined in the information document.
- Providing adequate work space including desk, computer, phone and access to fax and copier
- Participating in Member evaluation, site visits, and other SCI events deemed appropriate
- Attending any mandatory supervisor meetings

X \_\_\_\_\_

**Authorized Signature**

\_\_\_\_\_ **Date**

Printed Name:

Title:

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**Email this application once completed to AmeriCorps@socialcapitalinc.org & mail 2 original signed copies to Amelia Walters, Social Capital Inc., 165M New Boston St., Suite 233, Woburn, MA 01801.**

**Full Application should include:**

- Completed Application Document
- Completed Cover Sheet with signature
- Completed Full Social Capital Pre-Assessment
- Completed Position Description

*SCI will review applications on a rolling basis. The person listed as the contact for the host agency will be contacted via email.*





