

# INTERMOUNTAIN AMERICORPS

## *Application Quick Guide*

### Host Site Overview

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- 1.** Confirm you are an eligible service site sponsor. These include:
  - State, local and tribal government organizations
  - Nonprofit, private organizations; not limited to those with IRS 501(c)(3) status, but rather all organizations with 501(c) status
  - Schools, school districts, educational service districts, colleges, universities, alternative schools, and others
  - Federal agencies and organizations may apply as long as the funding being used to pay the program match cost is allowable by federal funding source
- 2.** Provide your mission statement
  - What do we do?
  - How do we do it?
  - Who do we serve?

### Summary of Member Duties

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- 1.** Describe the AmeriCorps member's activities or tasks.
- 2.** What will your AmeriCorps member do to activate your chosen project?
- 3.** What are the major duties, responsibilities and expectations of the position?
- 4.** What will the member need to do to produce the desired outcomes?
- 5.** It might be helpful to define your project before working through this section.
  - What is your ideal outcome?
  - What needs to be done to accomplish this goal?
- 6.** Keep in mind a member's role is to be completing direct service tasks to reach the project's goal. Do not use the phrase, "duties as assigned".

### Summary of Member Skills

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- 1.** Members at a minimum will be:
  - A United States citizen or lawful permanent resident
  - At least 18 years of age or older (17 with parental consent)
  - Members in tutoring positions must have a high school diploma or a GED
  - Pass required criminal background checks
  - Not be listed on the National Sex Offender Public Registry
- 2.** List the minimum skills you desire in a member.
- 3.** List the minimum training you desire in a member.
- 4.** List the education qualifications you desire in a member.
- 5.** List the experience and/or abilities required for the position.

### Volunteer Opportunity Posting

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- 1.** This is the time to create your posting that candidates will see.
- 2.** Start with a strong title and robust first sentence. Create a sentence that builds on the details in your title by providing information about what the member will be doing.
- 3.** Be clear about the scope of service and duties.
- 4.** Keep it light, brief, and straightforward.
- 5.** Know your audience. Understand your ideal volunteer and find what might motivate their intentions to apply to your posting.

### Site Specific Trainings

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Each site is expected to provide two relevant trainings for the incoming member. These trainings are beyond an orientation of the host site.

- 1.** The trainings should help develop the member's skill to reach your desired outcomes. Your organization may already have existing trainings, it is fine to leverage those resources and utilize them for the member.
- 2.** Trainings can be online, in person, or a mixture of both.

### Strategies for Recruitment

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Recruitment is a joint effort. This is your opportunity to tell us how you plan to collaborate with our team to find the perfect member for your organization. Some suggestions for recruitment are below.

- 1.** Call or partner with local college and university career offices.
- 2.** Use the AmeriCorps Recruitment Portal (access can be given by our agency).
- 3.** Give the personal ask to those you know who would be a good fit.
- 4.** Use online platforms like Indeed, Just Serve, and Craigslist.
- 5.** Network with community groups and leaders.
- 6.** Post your position on your website, social networking sites, and through local media.

### Orientation Plan

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Solid orientation plans are important in ensuring that the new member feels comfortable at their new host site, as well as has clarity around their role in the organization.

- 1.** Provide a clear plan of how you plan to orientate the new member. This can be through formal or informal training. Things to consider adding:
  - Is the training online, in person, or both?
  - Who will be doing the orientation?
  - What is the duration of the orientation?
  - What will be covered during the orientation?