2020-2021 SCI AmeriCorps Program: Host Site Application

Before applying, organizations are strongly encouraged to review the SCI AmeriCorps Host Site Application Information packet.

Submission Guidelines:
- New & returning applicants must submit this Host Site Application *and* SCI's Social Capital Assessment.
- Host Site applicants can submit application documents via email to AmeriCorps@socialcapitalinc.org.
- Incomplete applications will not be reviewed until they are fully complete, SCI will notify organizations who submit incomplete applications.

Application Timeline:
- February 4th — 2020-2021 Host Site Application Released
- February 14th — Letter of Intent to Apply Due [via email]
- February 28th — Host Site Application documents Due
- March 6th — Initial Accepted Host Sites Notified

  Host Site Applications received after February 28th, will be considered on a rolling basis after March 6th.

Please direct any questions to:
- **Philip Gordon**, SCI AmeriCorps Program Director — pgordon@socialcapitalinc.org or
- **David Crowley**, SCI President — dcrowley@socialcapitalinc.org

Section 1: Host Site Organization Information

Organization Applying:	
501(c)3 Certified or Local Govt.	
Name of Contact Person	
Title of Contact Person	
Telephone Number (contact person)	
Email Address (contact person)	
Mailing Address	
Number of Staff Working at this organization	
How many volunteers participate with your organization yearly?	
How many people does your organization serve yearly?	
How many YOUTH does your organization serve yearly?	
Social Media (Instagram, Twitter, etc.)	
Website	
# of desired AmeriCorps Positions	_____ YLC _____VOC

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

Brief description of the organization & mission statement:

Supervisor Information:

Name	
Title	
Telephone Number	
Email Address	
Full Time or Part Time Employee:	
Briefly describe the person's position in your organization/agency:	

NOTE:
- If this information changes at any point, selected host site organizations are obligated to notify the SCI AmeriCorps Program Manager immediately of this change and who will be the replacement.
- Supervisors at selected host site organizations will be required to read and signed the Supervisor Handbook & Agreement. The person(s) who is supervising MUST be the one to sign the Supervisor Agreement─please share the details of this application with them.
- All Host Site Supervisors will be required to attend SCI AmeriCorps training & orientation prior to supervising any potential SCI AmeriCorps members.
- All Supervisors to SCI AmeriCorps Members MUST have time to dedicate to their member(s), and be committed to this as well. Supervisors should plan to meet with their member(s) for at least one hour each week for ongoing guidance, support, and mentoring.

Please describe your plan for training and supervising the member. All plans should include a weekly check-in, at minimum.

Has this individual supervised anyone before? What experience can they provide to explain why they will be a good fit as a supervisor?

Section 2: Objectives and Service Activities

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. Host organizations should understand the overall mission of the SCI AmeriCorps Program and must certify that the service activities the SCI AmeriCorps member carries out will contribute to the Program's capacity-building objectives.

Describe your proposed service activities for the member(s) you are requesting and how those will accomplish the capacity-building objectives of the SCI AmeriCorps Program (as outlined in the Information packet). Please provide as much detail as possible.

How will the service activities of your member(s) support young people's success? <u>Note:</u> 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.

Please describe what typical daily activities the member will conduct:

A major benefit for members is the professional experience and skills gained through their service. What skills will the member(s) develop through service at your site? What additional professional development opportunities can you offer the member(s) through your host site?

Section 3: Position Information

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

Youth Leadership Coordinator

The bullets below are the broad SCI AmeriCorps YLC Performance Goals. Describe how each goal will be met for a detailed position description (*If a bullet does not apply to the position please note N/A*).

SCI AmeriCorps Performance Goals	How the activity will be carried out at the organization
➔ **Develop leadership skills and social capital by training a core group of at least 20 youth through a Youth Council and/or another youth leadership development program.** *(Some members may be initiating new youth leadership programs while others will enhance existing programs.)*	
➔ **Lead core youth council members in engaging 100 peer youth in community service learning and 200 peer youth in other civic activities.**	
➔ Members will also seek to increase capacity for adult volunteers to support the success of young people served by the agency.	
➔ Provide additional direct service to youth through general host site host site events and programming: e.g. college & career prep, networking, mentoring, tutoring, etc.	
➔ Track progress of the teen leaders through a pre/post-survey 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.	
➔ Describe any additional goals the host site will require for the member	

<u>Volunteer Outreach Coordinator</u>

The bullets below are the broad SCI AmeriCorps VOC Performance Goals. Describe how each goal will be met for a detailed position description (*If a bullet does not apply to the position please note N/A*).

SCI AmeriCorps Performance Goals	How the activity will be carried out at the organization
➔ **Recruit and/or coordinate at least 200 volunteers**	
➔ **Implement volunteer management systems that increase capacity to engage youth-serving volunteers at the host site organization**	
➔ Design a volunteer outreach plan aiming to increase the number of volunteers for the host-site organization	
➔ 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.	
➔ ***For VOCs maintaining SCI community portals:** How will the portal be used to recruit volunteers? What kinds of educational or community resource information will be shared on the site? (*Enter N/A if not a SCI community portal site.*)	
➔ Describe any additional goals the host site will require for the member	

Section 5: Position Requirements, Member Supervision, & Recruitment

SCI AmeriCorps Member Requirements

- Commitment to service of local community members with diverse backgrounds
- Effective communication skills to conduct community outreach through marketing strategies and civic engagement
- Strong project management and organization tools
- Achieve goals within in a team and independently
- Serve Full-time

Please list any additional unique/specialized skills or qualifications that will be required for the member(s) at your site:

What will be the required service weekdays & hours be for the member(s) you host? E.g. Monday-Friday, 9am-5pm (*members will serve an average of 40 hours/week*)

SCI strives to recruit a diverse corps of 25 individuals each year, and a key recruiting focus is a targeted approach to recruiting individuals in the communities served by our host site partners. **Please describe all efforts your organization will make to recruit for your member(s) in the community & any ways your**

organization can support SCI's recruitment efforts.

Please address whether a member could serve with you relying on public transportation or if regular access to a car is recommended.

Section 6: Certification of Commitment

In submitting this information to the SCI AmeriCorps Program, I certify with my signature and initials below that the information is true and correct to the best of our knowledge, and understand that if the SCI AmeriCorps Program receives funding for our proposed position(s) and we are selected to host a SCI AmeriCorps Member, we are responsible for the following:

Initial each:

- ▢ Providing on-site supervision and support for the Member including an orientation and training.
- ▢ Providing documentation of Member related expenses at a minimum of $750 per member, and minimum $400 for Half-Year Members. SCI will provide forms to be submitted. Alternatively, sites can provide an additional $250 cash match in lieu of documenting expenses.
- ▢ Ongoing participation in the recruitment/placement process until your position is filled.
- ▢ Providing adequate work space including desk, computer, phone and access to printer/copier.
- ▢ Participating in Member evaluation, site visits, and other SCI events deemed appropriate.
- ▢ Attending any mandatory supervisor meetings.

Our agency has reviewed the SCI AmeriCorps Application and all information that goes along with it, 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 2020 and June 2021. 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.

_____

X_____ _____
Authorized Signature   **Date**

Printed Name: _____

Title: _____

Email the completed application to AmeriCorps@socialcapitalinc.org;
Attn: **Philip Gordon, Social Capital Inc., 165M New Boston St., Suite 233 Woburn, MA 01801.**

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