



SCI AmeriCorps Program

Host Site Application Information

2020-2021 Program Year

Application & Service Year Timeline

Before applying for a position as an SCI AmeriCorps Host Partner Site, organizations are strongly encouraged to review the following information.

Deadline: For priority consideration, new and returning host sites should submit their completed application via email by **Friday, February 28, 2019, at 6 PM** to AmeriCorps@socialcapitalinc.org. *After the February 28th deadline, additional applications will be considered on a rolling basis.*

Please address any questions to Philip Gordon, SCI AmeriCorps Program Manager, at 781-935-2244 or to AmeriCorps@socialcapitalinc.org. If you plan to apply, please email your “Intent to Apply” by February 14th so that we know to expect an application from you.

- **February 14** – Intent to Apply Due
- **February 28** – Host Site Application Due
- **March 6** – First Round of Decisions for Host Sites sent out
- **March 13** – Rolling Decisions for Host Sites Begins
- **March** – Recruitment for AmeriCorps Members Begins
- **February – April** – Host Site Visits (Current Sites & I/A New Host Sites)
- **June** - Host Site Informational Conference Call
- **September 1 – 4** - Member Orientation; Supervisor Orientation (1 day)
- **Other Dates to be added for the Program Year and will be sent in the Spring/Summer**

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.



Basic Eligibility Requirements



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.
- Alignment with SCI's mission and goals. Priority given to sites where members will benefit from SCI training and resources (e.g. youth leadership curriculum, web portals, leveraging social media for volunteer recruitment, events uniting diverse community members).
- Strength of member supervision plan.
- Host sites that can help with recruiting local candidates will be looked upon favorably. Timely response to potential candidates is essential.

For returning sites:

- Performance related to program goals and outcomes.
- Successful completion of Member Reports, member reviews, timesheets, member paperwork, etc.
- Positive member support and experience.
- Starting Service Year 2016-17 Host Sites may host an SCI AmeriCorps member for a maximum of 3 years for the same role. Please ask the Program Manager for more details.
- **Returning host sites** (that have been with us for 3 or more years): *To be considered, there must be a new need to meet. At these sites that have been partners for 3 years, members can continue doing some of the things done previously provided the application and position description are updated to reflect new needs to be addressed. Please describe your new focus in the application.*

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 continuing to have 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.

**This application is being issued in anticipation of continued federal funding of the SCI AmeriCorps program.*

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):

Fourteen (14) 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 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 emphasis on youth.

Youth Leadership Coordinators (YLC):

Eleven (11) 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 undertaking youth



service-learning projects & civic engagement activities to engage more youth in positive community interactions. 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 200 volunteers**
- **Implement volunteer management practices that increase capacity to engage volunteers at their host site.**

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.

- Develop social capital and leadership skills of a core group of **at least 20** youth through a Youth



Council program and/or another youth leadership development programs. Some members may be initiating new youth leadership programs while others will enhance existing programs. The SCI Youth Leadership Curriculum is available as a resource to YLCs. The YLC objectives and curriculum are based on an expectation that youth leaders will plan projects that engage a wider group of their peers in community service-learning and other positive activities.

- 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.
- Administer a pre/post-test to all core youth in order to measure gains in social capital and leadership skills, and other reporting as required by the SCI AmeriCorps grant.
- 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 group of 20+ youth**
 - **75% of youth trained show increases in social capital and leadership skills** (shown via *SCI Youth Pre/Post Survey*)
- **Each core youth group engages 100 youth in community service learning and 200 youth in other civic activities**

Benefits of hosting an SCI AmeriCorps Member



- **A full-time SCI AmeriCorps member serving at your agency September 2020 - June 2021 (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 relate 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.

Host Site 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 an **\$9,000 cash match** per AmeriCorps member to defray the cost of the program. Member stipends are increasing by \$600 per member this year, thus the increase to the matching rate. 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 number of weeks served.

Option 1: \$8,500

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: \$9,000

Initial Payment \$2,250 within 30 days of official selection notice (Includes \$500 non-refundable deposit to begin recruitment)

2nd Payment \$2,250 by Sept. 1st, 2020

3rd Payment \$2,250 by Dec. 1st, 2020

Final Payment \$2,250 by March 1st, 2021

- Host sites will be required to provide documentation of **Member related expenses (including receipts & invoices) at a minimum of \$750 per member**. SCI will provide forms to be submitted. Alternatively, sites can provide an additional \$250 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 1st interview information from SCI, the host site supervisor will conduct the 2nd interview and indicate if they are interested in hosting the candidate as their member. **The final selection of the member is done by SCI, and only SCI is authorized to extend offers to candidates.**



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 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 doing a year of service to grow as well as contribute, 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.

Additional Host Site Responsibilities & Information



- Host sites agree to provide the member(s) 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.
- AmeriCorps members are often straight out of college, and this is their first real experience in a work environment. You must be prepared to be a supervisor and mentor to them during these 10-months. The member is not an employee, they are doing a year of national service. While you should have high expectations, you should also keep in mind that they are likely to need more coaching and guidance than a seasoned employee.
- If performance issues do arise, host sites are expected to work through the SCI AmeriCorps process for coaching the member and if needed, developing a Performance Improvement Plan (using SCI template) with the member. SCI should be notified as soon as any performance issues arise. Members can't be terminated without going through the Performance Improvement Plan process except under extreme circumstances (e.g. if the member has done something to threaten the safety of someone, or other serious offenses outlined in the Member Handbook). Only SCI can terminate or suspect a member.
- 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 Thursday of every month.

