SCI AmeriCorps Program
Host Site Application Instructions

2022-2023 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 by **Friday, March 31st, 2022, at 6 PM** through this form: https://bit.ly/hostwithsci. *After the March 31st deadline, additional applications will be considered on a rolling basis.*

If you plan to apply, please submit your "Letter of Interest" form by March 18th, 2022, so that we know to expect an application from you. That form can be accessed here: https://bit.ly/hostloi.

Please address any questions to Philip Gordon, Deputy Director, at pgordon@socialcapitalinc.org.

- **March 18, 2022** – Intent to Apply Due (not required, but recommended)
- **March 31, 2022** – Host Site Application due; Rolling Applications begin
- **April 15, 2022** – First Round Host Sites selected and notified
- **April 18, 2022** – Selection and notification of Rolling Application Host Sites begin
- **April 2022 - July 2022** – SCI AmeriCorps works with selected Host Sites to Recruit and Select AmeriCorps Members
- **August 29, 2022** – Service Year Begins
- ***Additional Dates will be added for the Program Year and will be shared with selected Host Sites in Summer 2022***

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, training and other resources to help communities boost their social capital and thus better tackle issues of concern. For other program opportunities, visit our website https://socialcapitalinc.org/ .

About the SCI AmeriCorps Program

The SCI AmeriCorps program builds the capacity of youth-serving organizations in Boston, Lawrence, Lowell, Chelsea, Lynn and Woburn to address the need to connect opportunity youth with the people, experiences, and resources that increase their prospects for success. These connections are important forms of social capital, a term that refers to the collective value of all social networks. Social capital is crucial for success, but much less available to opportunity youth. We use the term "opportunity youth" to indicate the significant potential of these youth when they are provided with positive adult mentorship along with the opportunity to engage in leadership development and other enriching activities.

SCI places up to 25 full-time AmeriCorps Members at youth-serving nonprofit organizations in the Greater Boston area to enhance their ability to engage volunteers and offer youth enrichment programming. The SCI AmeriCorps program anticipates continuing to have 25 full-time AmeriCorps members for the 2022-2023 service year – this application is being issued in anticipation of continued state and federal funding from the AmeriCorps Agency and the Massachusetts Service Alliance in May 2022.*

*SCI AmeriCorps receives fiscal, in-kind, 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.
- AmeriCorps Agency (*formally known as CNCS*) established in 1993, AmeriCorps is a federal agency that engages more than 5 million Americans in service. As the nation's largest grant maker for service and volunteering, AmeriCorps plays a critical role in strengthening America's nonprofit sector and addressing our nation's challenges through service.

Benefits of hosting an SCI AmeriCorps Member

- **A full-time SCI AmeriCorps member (approx. 40 hours per week) serving at your organization from September - June (10 months), selected in partnership between the program and host site.**
- SCI AmeriCorps members will be prepared for service activities by participating in a 40-hour SCI Member Training Program during the first months of service that will focus on best practices in the following areas:
    o Volunteer Management, Building Social Capital, Community Outreach, Youth Development, Project Management, and an introduction to DEI (Diversity, Equity, and Inclusion)
- SCI provides the AmeriCorps members with an initial orientation in addition to ongoing professional development opportunities throughout the service year.
- Orientation and ongoing training opportunities for the Host Site's member supervisor; Host Site visits are held with members and host site supervisors to address host site needs and evaluate member progress.
- Administration of monthly member surveys to gauge members' service experience, personal progress, and monitor any concerns.
- Administration of monthly host site supervisor surveys to monitor the ongoing progress of members and share any concerns about members' performance.
- SCI provides ongoing member support and any possible issues throughout the service year.

- 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 AmeriCorps Agency requirements

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 the position description of an SCI AmeriCorps member 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.
- Strength of member supervision plan.
- Priority given to organizations serving the Massachusetts communities of Boston, Chelsea, Lowell, Lynn, Lawrence or Woburn.
- Added consideration will be given to organizations with capacity to create additional impact in their community through other programmatic partnerships or collaborations with SCI.
- 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.
- **Application reflects a careful review and understanding of SCI AmeriCorps program changes detailed in this document.**
- **NOTE**: *Returning host sites that were granted a member (or members) in 2021-2022 but did not have their position(s) filled can contact SCI directly for an alternative application process.*

Program Focus Areas & Member Activities

The goal of the SCI AmeriCorps Program is to build capacity at nonprofit organizations in Boston, Lawrence, Lowell, Chelsea, Lynn and Woburn, to enhance their ability to engage volunteers and offer youth development programming. SCI AmeriCorps Members engage in service activities that address the need to connect opportunity

youth between the ages of 12 to 18 with the people, experiences and resources that increase their prospects for success. **All applications must show how hosting an SCI AmeriCorps Member will build capacity at the host site organization in both of the following areas:**

1. Youth Enrichment Programs

2. Volunteer Engagement

<u>**Youth Enrichment Programs:**</u> building host site organizational capacity to implement youth enrichment programs for middle and high school age youth. Member activities must include some or all of the following:

- Developing and implementing Community Service-Learning (CSL) projects
- Engaging in Youth Mentorship
- Leadership or Management of other Enrichment Activities (e.g. homework support, healthy lifestyles, and post-secondary success)
- **MANDATORY** – Facilitate a group of youth currently being served by the host site, to **develop and implement a Social Capital Youth Project (SCYP)** as the capstone of the Member's youth enrichment service. Additional SCYP details:
  - Focus on community needs identified by the youth & members
  - Goal is to empower youth to positively impact their communities and build their social capital through collaboration with peers and adults while developing leadership skills
  - SCI Member Training Program will guide Members in developing & implementing SCYPs
  - SCYP youth participants will engage in at least 6 coaching sessions facilitated by Members and adult volunteers as part of the SCYP planning.

<u>**Volunteer Engagement:**</u> building host site capacity to engage adult volunteers and thus enhance youth development programs. Member activities must include some or all of the following:

- Volunteer Management Systems development and/or implementation
- Volunteer Recruitment
- Ongoing Volunteer Coordination
- Volunteer Event Planning and/or Management
- Community Outreach & Relationship Building

<u>**General Prohibited Activities**</u>

SCI AmeriCorps Members **cannot**:

- **Displace a current employee or serve in a regular staff position**
- Be involved with political advocacy, religious instruction, voter registration, fundraising for host site match/operating expenses, writing federal grants, union organizing, or clerical activities. (*Members can perform limited administrative and fundraising duties that directly support their project*)
- Supervise other AmeriCorps members
- Full list of Prohibited Activities is available on our website.

Host Site Responsibilities

ℹ️ <u>**Host Site Match (Cash & Member Expenses)**</u>

  - The AmeriCorps grant provided by MSA covers only a portion of the funding required to carry out the program. Each host site organization is required to provide a *non-federal* cash match. The match

covers a portion of the total cost of the member position at your host site including member living stipend, benefits, and training. All accepted host sites are required to submit a **$500 non-refundable deposit towards their cash match** with their signed MOU partnership agreement by May 15th, 2022.

○ Host sites provide a **$15,000 csh match** per AmeriCorps member. *Due to new requirements for minimum member living stipends from the AmeriCorps Agency, the host site cash match has increased significantly from previous years in order to attract and recruit member candidates.* 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(s).

Option 1: $14,500

● A one-time payment in full that is received within 30 days of a member being selected and accepting the host site position (**does not include** the $500 non-refundable deposit to begin recruitment).

Option 2: $15,000

● **1st Payment**: $3,750 within 30 days of a member being selected and accepting the host site position (**does not include** the $500 non-refundable deposit to begin recruitment).

● **2nd Payment**: $3,750 by November 30th, 2022

● **3rd Payment**: $3,750 by February 28th, 2023

● **Final Payment**: $3,750 by May 31st, 2023

Recruitment & Placement

○ While SCI makes extensive recruitment efforts both regionally and statewide, additional efforts from host sites are required to assist in finding qualified and motivated candidates. Host site recruitment efforts allow us to target recruitment efforts on the communities we serve.

○ 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 will be required to 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 suspend 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 professional development sessions and other occasional SCI sponsored events. SCI typically conducts approximately 10 hours per month of professional development for Members. *Prior to the COVID-19 pandemic, that included a full-day monthly member development session. This past year we moved to a two hour per week, virtual meeting schedule. SCI will be assessing the best way to deliver the professional development during the 2021-2022 service year and communicate the plan to sites ASAP.*