

SCI AmeriCorps Program Host Site Application Information

2023-2024 Program Year

Host Site Application Form: <https://forms.gle/QtRh8JYamiR9hi578>

Service Year Timeline



- **January:** 2023-2024 Host Site Application Released
- **January - March:** Host Site Application Google Form (linked above) Submitted
 - Within 2 weeks of application submission, SCI will review and decide re program acceptance
 - If accepted, Host Site will review and sign Memorandum of Understanding
 - SCI will draft member position descriptions for Host Site review / distribution
- **February - Selection of Member:** SCI and Host Site will advertise the open member position for recruitment
 - SCI will conduct 1st Round interviews with all applicants
 - Host Site will conduct 2nd Round interviews with applicants who meet basic requirements per 1st Round
- **August:** Host Site will review and sign Host Site Handbook
- **August/September:** Program year begins and will include mandatory Member Training Days with SCI for members throughout the year
- **September:** Host Site will set goals with member for service term at start of program, and conduct mid-year and end-of-year evaluations
- **June/July 2024:** Host Site will join SCI in celebrating member's program completion

About SCI Social Capital Inc.



Founded in 2002, the mission of SCI 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 their communities, resulting in communities that are safer, healthier and more vital.

SCI's programs' focus on cultivating connections, developing leaders, and strengthening communities.

<https://socialcapitalinc.org/>

About the SCI AmeriCorps Program



The SCI AmeriCorps program places AmeriCorps Members at youth-serving nonprofit organizations in the Greater Boston area 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 and relationships. 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.

The SCI AmeriCorps members serve as Community Engagement Coordinators at the nonprofit partners to build organizational capacity for volunteer engagement and youth enrichment programming.

The SCI AmeriCorps Program anticipates continuing to have 25 full-time AmeriCorps members for the 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 2023.*

*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.
- The AmeriCorps Agency (*formally known as CNCS*), established in 1993, 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 serving at your organization from September - June (10 months; approx. 40 hours/week), selected in partnership between SCI and Host Site.
- Member will complete SCI's 40 hours of training in Volunteer Management, Building Social Capital, Community Outreach, Youth Development, Project Management, and DEI fundamentals during the first few months of service.
- SCI provides the AmeriCorps members with an initial orientation in addition to ongoing professional development opportunities throughout the service year.

- Administration of monthly member surveys to gauge members’ service experience, personal progress, and monitor any concerns.
- Administration of Member and Host Site supervisor surveys to gauge members’ service experience, evaluate performance, and address any concerns.
- SCI provides ongoing member support and helps members and Host Site supervisors address possible issues throughout the service year.
- SCI manages all HR administrative duties including offer letter, onboarding and exiting of members, member stipend, background checks, health care benefits, worker’s compensation, and federal grant compliance.
- Background checks are run and paid for by SCI according to the AmeriCorps Agency requirements.

Basic Eligibility Requirements



Host Site Basic Eligibility Requirements

- Must be a 501(c)3 organization or local government in Massachusetts.
- SCI AmeriCorps Members cannot displace a current employee or serve in a regular staff position.
- The duties 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 need with SCI AmeriCorps Member position description.
- Alignment with SCI’s mission and goals.
- Strength of Member supervision/support plan.
- Priority given to organizations serving the Massachusetts communities of Boston, Chelsea, Lawrence, Lowell, Lynn, Winchester or Woburn.
- Host Sites that can help with recruiting local candidates will be looked upon favorably.
- Timely response to potential candidates is essential.
- **Application reflects a careful review and understanding of SCI AmeriCorps program.**

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.
- Timely payment of program fees, which helps support the program.

Program Focus Areas & Member Service Activities



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 Host Site 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:** building host site organizational capacity to implement youth enrichment programs for middle and high school age youth. Examples include but are not limited to:
 - Developing and implementing Community Service-Learning (CSL) projects
 - Engaging in Youth Mentorship
 - Coordination or Management of other Enrichment Activities (e.g. homework support, healthy lifestyles, and post-secondary success)

2. **Volunteer Engagement:** building host site capacity to engage adult volunteers and thus enhance youth development programs. Examples include but are not limited to:
 - Volunteer Management Systems development and/or implementation
 - Volunteer Recruitment
 - Volunteer Event Planning and/or Management
 - Community Outreach and Relationship Building

MANDATORY Social Capital Youth Project

As part of this SCI AmeriCorps program, each member must 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 include:

- Focus on community needs identified by the youth and 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 and 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

General Prohibited Activities

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 the SCI website:
<https://socialcapitalinc.org/host-a-member/>

Host Site Responsibilities



Host Site Match (Cash & Member Expenses)

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 stipend, benefits, and training.

- All accepted Host Sites are required to submit a **\$500 non-refundable deposit towards their cash match per requested SCI AmeriCorps Member seat** within one month of their signed MOU partnership agreement.
- Host Sites provide a **\$15,000 cash match** per SCI AmeriCorps Member. (*Due to recently updated requirements for minimum member living stipends from the AmeriCorps Agency, the Host Site cash match increased in 2022-2023. There is no further increase in 2023-2024.*) This match may be paid according to the options listed below:

Payment 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 administrative deposit).

Payment 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 administrative deposit).
- **2nd Payment:** \$3,750 by November 30, 2023
- **3rd Payment:** \$3,750 by February 28, 2024
- **Final Payment:** \$3,750 by May 31, 2024

Member Recruitment and Placement

- While SCI makes extensive Member recruitment efforts locally, regionally, and statewide, additional efforts from Host Sites are required to assist in finding qualified and motivated candidates. Host Site recruitment efforts provide additional support in recruitment efforts in the communities we serve.
- The interview process begins with SCI. After receiving a candidate’s 1st round interview information from SCI, the Host Site supervisor will conduct the 2nd round 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.**

For the 2023-2024 program year, SCI will be offering Host Sites the following referral bonuses:

- *If Host Site staff refer someone to their own site, Host Site gets \$250 waived from their SCI AmeriCorps fees once Member signs offer letter for 1700-hour service term and begins service at the Host Site.*
- *If Host Site staff refer someone to another SCI AmeriCorps Host Site’s placement the referring Host Site gets \$100 waived from their SCI AmeriCorps fees once Member signs offer letter for 1700-hour service term and begins service at their Host Site.*

Member Supervision and Development

- Host Site organization must designate a supervisor for the Member. This supervisor will be required to attend an initial SCI AmeriCorps training.
- Host Site must provide an 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 reviews 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 Member.
- Ensure accuracy and timely submission of Member weekly timesheets, review and verify the accuracy of Member program reporting.
- **Keeping in mind the SCI AmeriCorps Members are doing a year of service to grow as well as contribute, supervisors of SCI 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. See Member Service Activities section above for more information regarding prohibited activities that Members cannot participate in during service hours.

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 (e.g. desk, computer, phone, necessary online databases, etc.).
- Host Sites must also provide a drug-free workplace and provide reasonable accommodations for people with disabilities.
- For many AmeriCorps Members this program 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 10-month service term. 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 mandatory SCI AmeriCorps professional development sessions (including the 40-hour Member

	Training Program and monthly All Corps Days) and other occasional SCI-sponsored events.
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