SCI AmeriCorps Program
Host Site Application Information

2024-2025 Program Year

Host Site Application Form: https://forms.gle/rrELv7uWUXeHF5Nw7

2024-2025 Service Year Timeline

- ❖ **January '24: 2024-2025 SCI AmeriCorps Host Site Application released**

- ❖ **January - March '24:** Host Site Application open (submit using this form)
  - ➤ 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 (MOU)
    - ■ SCI will draft member position descriptions for Host Site review / distribution

- ❖ **February - July '24:** Recruitment and Selection of Member through SCI and Host Site collaborative process
  - ➤ 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 and select Member from applicant pool

- ❖ **August '24:** Host Site will review and sign Host Site Handbook

- ❖ **August / September '24:** Host Site Supervisor Orientation & Member Orientation; Beginning of Program Year and Members' service terms

- ❖ **September '24:** Host Site will set goals with member for service term at start of program, and conduct mid-year and end-of-year evaluations

- ❖ **September '24 - June '25: Members serve at Host Site approximately 32 hours / week (*generally Mondays - Thursdays*)**

- ❖ **October - December '24: Members participate in SCI Developing Leaders training program** in partnership with Merrimack College (***Fridays***)

- ❖ **January - May '25:** Members participate as students in a Community Engagement course provided by Merrimack College (*graduate credit, undergrad credit, and audit options*)

- ❖ **January - June '25:** Members implement and complete SCYP capstone projects at Host Site that enhance existing youth enrichment programs or pilot new programming.

❖ **June / July '25:** Members complete service terms and a celebration of Members' achievements and impact during the service year will happen in June 2025.

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 2024.*

*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. 32 hours/week*), selected in partnership between SCI and Host Site.

- ★ Member will complete the ***SCI Developing Leaders Program*** during the first few months of service, preparing them in the core competencies and learning concepts that will help them succeed in building capacity at your organization.
  - ○ *50+ hours of training in Appreciative Inquiry, Volunteer Management, Youth Development, Building Social Capital, Community Outreach, Project Management, and DEI fundamentals*

- ★ SCI provides the AmeriCorps members with an initial orientation in addition to valuable 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 and Federal 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.

Host Site Application 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.*

Additional Considerations 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

The Social Capital Youth Project (SCYP) is a capstone project that each SCI AmeriCorps Member must complete as a part of their service term requirements.

The goals of SCYPs are threefold:
1. Empower youth served at Host Sites to positively impact their communities and build their social capital through collaboration with peers & adults while developing their leadership skills;
2. Enable Members to practice core competencies and implement learning concepts from the SCI Developing Leaders Program in order to grow their professional skills in project management, leadership, youth development, and volunteer engagement;
3. Intentionally build capacity and benefit Host Sites through capstone projects that enhance existing youth enrichment programs or pilot new youth enrichment programs.

The core elements that each SCYP capstone must include are the following:
➢ Project must partner with Youth currently being served by your host site
➢ Project should engage Member interest(s) but final idea must be approved and executed in partnership with Youth Participants
➢ Youth Participants must engage in at least 6 coaching sessions facilitated by Members / Adult volunteers
➢ Must be completed by end of June 2024
➢ Members will give presentation of SCYP at End of Year Celebration

General Prohibited Activities

SCI AmeriCorps Members <u>cannot</u>:
❖ 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 administrative deposit towards their cash match per requested SCI**

AmeriCorps Member seat within one month of their signed MOU partnership agreement.
★ Host Sites provide a **$16,000 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 2024-2025.*) This match may be paid according to the options listed below:

Payment Option 1: $15,500
➢ 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: $16,000
➢ **1st Payment**: $4,000 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**: $4,000 by November 29, 2024

➢ **3rd Payment**: $4,000 by February 28, 2025

➢ **Final Payment**: $4,000 by May 30, 2025

Member Recruitment and Placement

★ While SCI makes extensive Member recruitment efforts locally, regionally, and statewide, additional efforts from Host Sites are encouraged 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 2024-2025 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 orientation.
- ➢ 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 must participate in mandatory SCI AmeriCorps professional development sessions (including the SCI Developing Leaders Program and Merrimack College course)** and other occasional SCI-sponsored events.