



## **CEDO's CONNECT AmeriCorps Program 2017- 2018.**

Expand the capacity of your organization and benefit from the direct service capability of a full time or part time AmeriCorps member. Our members will serve to support youth and family opportunity.

Program Year – Monday 17th September 2018 – Friday August 30th 2019

On a day to day basis AmeriCorps members provide direct services to expand culturally appropriate youth programming and family supports, to close opportunity gaps in education and career, and promote STEM awareness and participation. Members will strengthen connections for youth to skill building for education and career development, with outcomes of increased school engagement, or strengthened skills in STEM subjects leading to college or career in growth areas. Youth engagement in schools and in our communities, through expanded learning opportunities in and out of school, reduces risky behavior and leads to safer communities.

Our members provide innovative responses to pressing community problems with city departments, state or federal agencies, education institutions and nonprofit organizations in Burlington, Winooski, and surrounding areas of Chittenden County.

Attached to this email are your application form and member position description to complete and return to me. We also attach program information and the performance measures/data collection information. Please return your application and position description to [mgange@burlingtonvt.gov](mailto:mgange@burlingtonvt.gov) - July 20<sup>th</sup> 2018

Questions? Marcella Gange, Program Director [mgange@burlingtonvt.gov](mailto:mgange@burlingtonvt.gov) or call 802 865 7178

## CEDO CONNECT AmeriCorps 2018-2019

*The 2018-19 Program will begin September 17<sup>th</sup>, 2018 and end August 30<sup>th</sup>, 2019.*

**50 weeks**

	<b>Full Time:</b> 1,700 hours of service 12 months of service	<b>Half Time:</b> 900 hours of service 6-11 months of service
<b>Cash Match Service Site</b>	<b>\$9,000</b>	<b>\$5,000</b>
<b>Other Requirements and Responsibilities:</b>	Member selection, Adequate on-site training, member supervision and support throughout term of service, other forms and documentation as required CEDO , supervisor must attend 2-3 AmeriCorps events/trainings throughout the service year, approve member service timesheets	Member selection, Adequate on-site training, member supervision and support throughout term of service, other forms and documentation as required CEDO , supervisor must attend 2-3 AmeriCorps events/trainings throughout the service year, approve member service timesheets
<b>Member Living Allowance:</b>	\$14,500	\$7,671
<b>Education Award:</b>	\$5,920	\$2,960
<b>Other Benefits:</b>	Training, Networking opportunities, health care, program support	Training, Networking opportunities, program support

The service site is billed on a quarterly basis. CEDO will work with you to recruit from a diverse and talented pool of applicants. We will conduct an initial screening and you then interview and select your member. The service site checks references, CEDO is responsible for member enrollment in the AmeriCorps system, background checks and all of the administration of stipend payment. CEDO AmeriCorps administers the member's living allowance, payroll, health care benefits, timesheets, activity reports and other AmeriCorps and employee-related benefits and documentation

## AmeriCorps Service Site Guidance

### ***What are the requirements for becoming a service site?***

We want our members to have a meaningful service experience. Members need service opportunities, as outlined in a position description, regular supervision, and oversight of timesheets and service hours. Sites provide mileage reimbursement for the member at the federal rate, office space and equipment, on-site orientation and training opportunities.

On a day to day basis members will provide direct service to support culturally appropriate youth programming and family supports to close opportunity gaps, support school engagement for youth graduating ready for career or further education, and keep youth safe, on track, and given access to opportunity. The program offers long-term outcomes of resilient youth equitably accessing chances to succeed and successfully transferring through adolescence to adulthood in healthier, safer and more equitable communities. Members will receive training to provide youth and family supports for academic engagement and will provide service at a variety of sites to support clients through mentoring and training, and to provide outreach and support to resolve our most pressing community issues.

Service sites will create a service plan outlining the projects that the AmeriCorps member will be involved in during the year. Service projects should support the goals of the Connect AmeriCorps Program in youth programming and family supports to close opportunity gaps, while offering members training and development opportunities.

AmeriCorps is becoming a first step for young people to begin a non-profit career and you may gain a life-long champion for your organization who might also be a key part of your 'talent pipeline' for later recruitment. It is important to expose your AmeriCorps member to all facets of your organization, so that they gain the breadth of experience available from this opportunity, and provide guidance for balance and manageable service experience.

### ***Service sites must:***

1. Have 501(c)3 status, or be an educational institution, state or federal agency, municipality or city department
2. Provide a member position outline and activities that contribute to Connect AmeriCorps Program performance measures and goals
3. Demonstrate the ability to meet the requirements of a service site as stated in the MoU between CEDO and the Service Site,
4. Provide a service environment that is ADA compliant, drug -free, and carried supplies and equipment necessary for members to perform their duties
5. Provide the position cash match and service related mileage reimbursement for the member at the GSA rate
6. Provide adequate supervision, support systems, and training opportunities for members

7. Attend Supervisor orientation and Member / Supervisor peer support sessions, site visit meeting(s), and other possible events and complete member performance reviews and mid and end of year report.
8. Abide by AmeriCorps provisions associated with the grant
9. Provide documentation that the federal agency issuing the funds has authorized the funds to be used as match for the purposes of the CNCS grant, when using federal funds to pay for AmeriCorps positions.
10. Communicate with CEDO AmeriCorps staff concerning any issues regarding the member, CEDO AmeriCorps partnership, or any organizational/staff changes that may affect the member.

## **2018-2019 AmeriCorps Recruitment and Hiring Process**

### **Recruitment**

- CEDO utilizes local social networking tools, networking through our non profit partners, various listserves, college employment sites, craigslist and other advertising to recruit. We also send our partners the link to position advertisements on our website to distribute through your networks.
- Please use your networks to advertise positions and if you have already identified potential candidates then send them through to us, as soon as possible.

### **Application & Interview**

- Applicants submit resumé and cover letter to the CEDO office. CEDO recruitment staff screens applications for demonstrated experience.
- When experience is demonstrated in written material, applicants are scheduled for a short screening (approx 30 min) with the recruitment team, to discuss their background, interest and experience and to cover the mechanics of the national service experience. If the applicant is assessed as having the necessary experience for AmeriCorps, then the applicant s forwarded to the Service Site.

### **Selection and Enrollment Process**

- Service Sites interview to evaluate applicant
- Site accepts applicant and notifies the CEDO office of selection. Offer the position to the applicant and inform CEDO of acceptance, or otherwise.
- Send CEDO proof that you have checked 2 references (letters, or email summary of phone call)
- Enrollment paperwork is completed at the CEDO office and background check requests submitted
- Your member may begin service once you receive notification of enrollment from CEDO. Enrollment may only occur after we receive the results of background checks and verification of citizenship status.
- Members may begin training and orientation at sites prior to enrollment, NO direct service is permitted prior to notification of enrollment.

## **CEDO CONNECT AmeriCorps Program 2018 2019**

**CEDO's CONNECT AmeriCorps Program tracks two different performance measures, established with the Corporation for National and Community Service (CNCS). Accomplishments in these two areas are reported twice yearly, mid year and end of year. The reporting guidelines, data collection and record keeping described below are established by CNCS guidelines and are a requirement of service site selection and CEDO's grant for the AmeriCorps Program.**

### **Primary Performance Measures and Reporting**

**Focus Area :** Our AmeriCorps members serve in your organization with children, youth, and families to increase school and community engagement, to close opportunity gaps. The core of member service is in supported direct service for positive youth and family programming, skill building with youth for increased school engagement and STEM engagement and awareness. Members receive training to provide support positive youth development through youth programming, tutoring, and post secondary navigation, Members also support youth to engage in connection with other organizations, through internships or work experience.

The Connect AmeriCorps Youth Program model provides support to expand culturally appropriate youth programming and family supports to further the goals of the City of Burlington's MBK Initiative and close opportunity gaps for underserved youths. Members will also provide services to youth and families to increase community connection and understanding. Better connected youth and families improve school engagement.

### **Additional secondary performance measures: Community Engagement, Capacity Building, Member Development and Cultural Competency**

- Increasing community connection and understanding – members will support training and service with families to increase community engagement and understanding
- Supporting healthy lifestyles – Members will support clients through direct service to engage in change behaviors for healthier lifestyles, positive public health change and safer communities
- Members will support volunteer mobilization at their service sites. In addition, members will expand the cultural competency of host organizations, providing supports to organizations to create a more inclusive workplace and better serve our diversifying community. The program will support cultural competency knowledge, skills, and awareness of AmeriCorps members
- All AmeriCorps members will report improvement in at least two life skills, needed to become productive and engaged community members.

## **Member Service and Reporting on Performance Goals**

### **1. Closing Opportunity Gaps – Positive Youth Development for School Engagement**

**Performance Measurement:** Number of individuals taking part in an AmeriCorps supported youth program, number of individuals reporting a change in attitude towards academic engagement.

#### **Challenge:**

Economically disadvantaged youth and youth of color face opportunity gaps to successful high school completion and identifying and accessing pathways to further education or good paying work in growth career areas. Disengaged youth are more susceptible to risky and antisocial behaviors, impacting community safety.

#### **Desired Outcome:**

CONNECT AmeriCorps members will provide educational resources, tutoring, essential skills and post secondary navigation, community based or work experience and opportunities and Summer work experience programming. Members provide services to at least 100 young people. At least 75 youth report improved school engagement (attitudes), as a result of positive youth programming delivery.

**Output:** # Youth who take part in an AmeriCorps supported youth program.

Students in out of school time programming – examples of programming:

- 1) Education support and tutoring, 90 mins 1x per week for 6 weeks
- 2) Essential skills and post secondary navigation 90 mins 1 x per week for 4 weeks
- 3) Community based or work experience and opportunities, internship 90 mins 1 day per week for 6 weeks, youth on boards, 2 hours per meeting
- 4) Summer work experience program, minimum 15 hours per week for 4 weeks.

**Recorded on sign in sheets**

**Outcome:** # Number of Students with improved academic engagement (attitude) **measured through pre and post programming surveys**

## **2. Closing Opportunity Gaps – STEM Awareness and Engagement**

**Performance Measurement:** Number of individuals taking part in an AmeriCorps supported youth program, number of individuals reporting a change in attitude / improved STEM engagement and awareness.

**Challenge:**

Economically disadvantaged youth and youth of color face opportunity gaps to successful high school completion and identifying and accessing pathways to further education or good paying work in growth career areas. Disengaged youth are more susceptible to risky and antisocial behaviors, impacting community safety.

**Desired Outcome:**

CONNECT AmeriCorps members will provide educational resources, tutoring, essential skills and post secondary navigation, community based or work experience and opportunities and Summer work experience programming. Members provide services to at least 100 young people. At least 75 youth report improved STEM engagement and awareness (attitudes), as a result of programming delivery.

**Output:** Number of youth who take part in AmeriCorps supported youth STEM programming.

Examples of programming:

1. Expanded learning, Culturally Competent Education support and tutoring module, 60 mins 1x per week for 4 weeks.
2. STEM curriculum delivery to expanded learning programs 60 mins 1 x per week for 4 weeks.
3. STEM support in schools – workshop delivery or maker space support 60 mins 1x per week for 4 weeks.
4. Summer work experience module, min 10 hours work experience per week for 4 weeks.
5. Summer STEM programming & summer camp support 4 hours per days for 5 days up to 4 weeks.

**Outcome:** # Number of Students with improved STEM engagement or awareness (attitudes) measured through pre and post programming survey

**For more information – see 2018/19 Activity Reporting – performance goals and data collection document**