

## Application to Host a Huron Pines AmeriCorps Member 2018-2019 Program Year – **Due August 1, 2018**

Huron Pines AmeriCorps is a program that places college graduates for a term of service with conservation organizations across Michigan. Through service Huron Pines AmeriCorps members gain real-world experience, networking and training opportunities and field skills to help them develop as leaders in conservation. Through the Huron Pines AmeriCorps program members receive attractive benefits including a living stipend, health coverage and, upon completing their service, an education award to pursue advanced degrees or courses.

Hosting a Huron Pines AmeriCorps member provides tremendous value for our host sites and due to high demand, selection of host sites is a very competitive process. Host sites for each year are selected based on the merit of their application and the level of impact members would have on natural resource conservation in Michigan. If selected host sites are expected to enter into a contract with Huron Pines and prepare a member position description no later than **August 20, 2018** (see detailed program calendar below).

### Member Service Terms

Huron Pines AmeriCorps members will serve a minimum of 1,700 hours from January 14 - November 15, 2019. (44 weeks, 40 hours/week)

## 2018-2019 Huron Pines AmeriCorps Program Calendar

*Participation in all dates is required by our program*

<b>August 1, 2018</b>	<b>Host site applications due</b>
<b>August 8, 2018</b>	<b>Announcement of 2017-2018 program year host sites</b>
<b>August 20, 2018</b>	<b>MOUs and member position descriptions due from host sites</b>
<b>September 1, 2018</b>	<b>Member application period opens, member recruiting begins</b>
<b>September 28, 2018</b>	<b>Member application deadline</b>
<b>October 2, 2018</b>	<b>Site supervisor conference call *NEW Host Sites only*, 10:00am</b>
<b>October 10, 2018</b>	<b>Interview candidate lists due</b>
<b>October 18, 2018</b>	<b>Site supervisor training, Gaylord</b>
<b>November 8-9, 2018</b>	<b>Member interviews, Huron Pines office, Gaylord</b>
<b>January 10-11, 2019</b>	<b>Member orientation and training, Gaylord</b>
<b>January 14, 2019</b>	<b>Host sites provide site orientation for members, members begin service</b>
<b>January 24, 2019</b>	<b>Member conference call</b>
<b>January 31, 2019</b>	<b>Site supervisor conference call to touch base and share ideas, 10:00am</b>
<b>February 8, 2019</b>	<b>Member training</b>
<b>March 8, 2019</b>	<b>Member training</b>
<b>April 11, 2019</b>	<b>Member conference call</b>
<b>May 15-18, 2019</b>	<b>Member camp retreat and Russ Mawby Signature Service Project</b>
<b>June 13, 2019</b>	<b>Member conference call</b>
<b>August 16, 2019</b>	<b>Member training</b>
<b>September 27, 2019</b>	<b>Member celebration (SITE SUPERVISORS MUST ATTEND!)</b>
<b>November 15, 2019</b>	<b>Members end service</b>

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## Huron Pines AmeriCorps Member Activities

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The purpose of hosting a Huron Pines AmeriCorps member is to increase the amount of conservation work being completed, improve services to your community, add value to your organization and provide members with a challenging and rewarding professional development experience.

Huron Pines AmeriCorps members must provide direct service and their duties must be aligned with the four goals of Huron Pines AmeriCorps:

**Volunteer Engagement:** One major goal of Huron Pines AmeriCorps is to promote an ethic of service in our local communities. By engaging volunteers in hands-on conservation, members achieve important on-the-ground impacts but also educate people about the need and methods for improving natural resources. It is important that every AmeriCorps member participate in recruiting volunteers and developing high-quality opportunities for those volunteers to serve your organization.

**Habitat Restoration:** Members can take on a variety of on-the-ground conservation improvement or protection projects. These activities may include wildlife habitat improvements, invasive species removal, erosion control, water quality monitoring, preservation of undeveloped lands and conducting natural resource inventories.

**Environmental Stewardship:** Members are encouraged to promote environmental stewardship during their term of service. Members can provide environmental education services in classrooms and meet with private landowners to discuss conservation options. Members can also develop resources such as technical guides, press releases, website updates, brochures and newsletter articles.

**New Conservation Services:** Members can develop new conservation services and programs at their host sites. These services must incorporate at least one of the following: volunteer engagement, habitat restoration, or environmental stewardship. If members engage in developing a new service they must implement at least a portion of the new program during their term of service.

### Prohibited Activities

Huron Pines AmeriCorps members must add value to the organizations they serve. *They cannot replace a staff position nor can they serve as administrative help.*

Huron Pines AmeriCorps members can fundraise for specific project or programs they are coordinating or developing, but they cannot be involved with an organization's development campaign or organizational funding of any kind (e.g. preparing membership mailings, writing fundraising letters or soliciting for general operating funds). *Fundraising activities cannot exceed 10% of their total service.*

Members are also prohibited from doing any of the following while identifying as a Huron Pines AmeriCorps member:

- Attempting to influence legislation
- Organizing or engaging in protests, boycotts, strikes or union organization
- Engaging in partisan political activities
- Engaging in religious instruction
- Organizing voter registration drives

Member participation in any of these activities while engaged in service is cause for immediate dismissal of the member and host site from the program.

## Roles and Responsibilities

### Huron Pines Responsibilities

- Provide a full time AmeriCorps Coordinator to manage the overall program and serve as a point of contact for members, supervisors and program stakeholders. The AmeriCorps Coordinator will support host sites and members through the duration of service. The AmeriCorps Coordinator will also participate in mid- and year-end evaluations for each member.
- Responsible for all paperwork and reporting to program sponsors as well as payroll, health insurance and liability insurance for members.
- Develop training sessions and coordinate program-wide service projects. Members will engage in regular program trainings, events and/or conference calls.
- Reimburse members directly for any required travel to AmeriCorps meetings, trainings or service projects at the rate currently in use by Huron Pines.
- Conduct federal and state background checks for all members prior to the beginning of their service.

### Host Site Responsibilities

- **Host sites must pay Huron Pines a host site fee of \$8,500 for each member. Payments can either be made in one sum or billed in two installments.**
- If selected to host a member, host sites must sign and submit a host site agreement (MOU) and submit a member position description by August 20.
- Site supervisors must participate in member interviews at the Huron Pines office in Gaylord on November 8-9 (half of host sites will be assigned for each interview day).
- Host sites must provide office space for members. Hours of member service must be at a project site or at the office of the host site.
- Provide site orientation/training at the beginning of member service to ensure the member is trained for their position description.
- Provide regular on-site supervision of the AmeriCorps member placed in the organization.
- Provide a safe working environment. Safety measures need to be considered when working in the field.
- Review member bi-weekly workplans that list tasks, meetings, etc. for the upcoming two-week period.
- Approve member OnCorps timesheets twice per month.

- Report in-kind match to OnCorps once a month (value of rent, supplies, supervision, hours, etc.).
- Support member in meeting mandatory training requirements. This includes member participation in an in-person member orientation, monthly conference calls and trainings during the term of service.
- Encourage member participation in additional AmeriCorps events.
- Model a positive attitude about AmeriCorps and the requirements of the program.
- Make sure the member does not engage in prohibited activities.
- Must display the “AmeriCorps Member Serving Here” logo on your organization’s front entrance.
- Must refer to the member as a Huron Pines AmeriCorps member in all print materials.
- Reimburse travel required by the host site to the member at the rate currently in use by that host site.
- Host site fee paid on time.
- Site supervisor must be available for mandatory events on these dates (see detailed calendar on page 1):

<b>October 2, 2018</b>	Conference call, *NEW Host Sites only* 1 hour
<b>October 18, 2018</b>	Site supervisor training at Huron Pines office, all day
<b>November 8/9, 2018</b>	Member interview at Huron Pines office, all day
<b>January 31, 2019</b>	Conference call, 1 hour
<b>September 27, 2019</b>	Huron Pines AmeriCorps member celebration, all day

## **Huron Pines AmeriCorps Member Recruitment and Selection Process**

Huron Pines will assist the host site with developing a member position description. Both Huron Pines and host sites will be responsible for recruiting members. Huron Pines will post advertisements and announce positions in September. Host sites are encouraged to use all available outlets to advertise the position as well (email lists, social networking sites, websites, professional networks, etc.). If a position is not receiving adequate candidates, Huron Pines and the host site will assess recruitment options. If additional advertising is necessary, Huron Pines and the host site will split the cost 50/50.

Application materials will be available at [www.huronpines.org/amicorps](http://www.huronpines.org/amicorps). Member candidates will be required to complete and submit an online application form, provide a cover letter, resume and list of references to Huron Pines. Members applying to Huron Pines AmeriCorps must have documentation of U.S. citizenship or have lawful permanent resident alien status. Members must also be at least 17 years old, have at least an Associate’s degree in a field related to their service and pass a background check. Specific requirements will be outlined in the member position description. Complete member records will be maintained at Huron Pines.

After Huron Pines and the site supervisor have reviewed member applications, selected candidates will be invited to attend the interview selection day. *A representative from your organization must be*



available for the interview selection day(s) November 8/9 (half of host sites will be assigned to interview members on each day). Host sites should expect to interview six candidates throughout the day. After interviews are conducted, host sites and Huron Pines will work together to arrange member placement.

To apply to host a Huron Pines AmeriCorps member at your organization, return the form below to Sarah Topp, AmeriCorps Coordinator at [sarah@huronpines.org](mailto:sarah@huronpines.org) by **August 1, 2018**.

## I. Information about your organization:

<b>Name of Organization:</b>	
<b>Number of Full-Time Members Requested:</b>	
<b>Site Supervisor Name:</b>	<b>Site Supervisor Title:</b>
<b>Address (Include Mailing and Physical Addresses if Different):</b>	
<b>Phone:</b>	<b>Email:</b>

## II. Host Sites: Roles and Responsibilities

Check below to indicate your ability to meet the following requirements:

A. Facilities	<input type="checkbox"/> Office space with desk	<input type="checkbox"/> Computer	<input type="checkbox"/> Phone	<input type="checkbox"/> Fax
	<input type="checkbox"/> Internet	<input type="checkbox"/> Supplies	Notes:	
B. Cash Match	<input type="checkbox"/> Cash match: \$8,500 host site fee			
C. Mileage	<input type="checkbox"/> Member reimbursement for travel required by the host site—AmeriCorps required mileage will be reimbursed by Huron Pines to the member directly			
D. Recruiting	List any means by which you will recruit for your member(s): _____ _____ _____ _____			
E. Policy	Current policy in place for sharing contact or volunteer information? <input type="checkbox"/> Yes <input type="checkbox"/> No			



## REQUIREMENTS:

1. The host site will complete a draft member work plan prior to the beginning of service.
2. The host site will hold a site orientation for members within the first week of service.
3. The host site will train members for all necessary duties to complete their service tasks at the host site.
4. **Daily member supervision is required.** Tasks include developing bi-weekly schedules, validating member timesheets, providing training, etc.
5. The host site will report in-kind match each month to Huron Pines.
6. The host site will host a training day/job shadow day as an elective training available for all Huron Pines AmeriCorps members to attend.

## III. AmeriCorps Member Position Description

We understand that each organization has different needs. Please indicate your area(s) of interest. Please note that the purpose of this program is to improve and protect natural resources. Our program collectively has to meet certain goals each year, so please keep these activities in mind:

- Restore, maintain or enhance 600 acres of public land (each acre counted only once per year)
- Restore, maintain or enhance 200 stream/trail miles (each mile counted only once per year)
- Engage at least 600 volunteers
- Engage at least 5,000 students on environmental topics or activities
- Engage at least 3,000 adults on environmental topics or activities

% of time	Member Activity
	Creating new services or program offerings to improve and protect natural resources. <b>Please define:</b>
	Serving as a coordinator for volunteer projects. <b>Please define and list any dates that are already confirmed for 2018:</b>
	Providing environmental education services to schools. <b>Please define:</b>

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	Meeting with landowners. <b>Please define:</b>
	Developing environmental stewardship materials. <b>Please define:</b>
	Implementing on-the-ground restoration projects (including invasive species treatments). <b>Please define:</b>
	Conducting water quality monitoring programs or resource inventories. <b>Please define:</b>
	Other. <b>Please describe:</b>

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | [huronpines.org/amicorps](http://huronpines.org/amicorps) | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

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## Please answer the questions below:

What activities or projects will the member take on that will add value and would otherwise not be accomplished without their service? Give three specific examples.

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What impact do you see the member having at your site? On your community?

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How will you ensure that the member is not displacing a staff position and that member activities conform to the activities described in the host site MOU and Position Description?

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When a member is working alone in the field, what measures are in place to ensure the members safety?

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Who will be the designated site supervisor and what experience do they have in guiding/coaching an AmeriCorps member or employee? Explain.

How many hours does the site supervisor plan to spend supervising the member per week and how often will the site supervisor see the member in person?

How will you promote the Huron Pines AmeriCorps Program and the member serving at your site?

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