2019-2020 Host Site Application Fact Sheet & Instructions

Is your community in need of high-quality out-of-school time programming? Do you have the interest and capacity to supervise an AmeriCorps member?

University of Idaho Extensions 4-H AmeriCorps program is looking for sponsors for the 2019-2020 program year to host AmeriCorps Members in one of three positions:

- Full-time= 1700 hrs
- Half-time= 900 hrs
- Quarter-time= 450 hrs

What is AmeriCorps?

AmeriCorps is a network of national service programs supported by the U.S. federal government, foundations, corporations, and other donors engaging adults in public service work with a goal of "helping others and meeting critical needs in the community." The Corporation for National Community Service (CNCS) directs the AmeriCorps program with training, guidance and evaluation. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.

AmeriCorps Members are 17 years of age and older and come from varying social, cultural, economic and educational backgrounds. Members receive a monthly living allowance, education award, and benefits. 4-H AmeriCorps Members will work within county extension offices or with program partners across Idaho to expand Positive Youth Development programming through after school and out-of-school time programs including summer programs.

University of Idaho Extension, 4-H Youth Development is a facilitating organization for AmeriCorps Member placement. Any youth serving organization, that meets program goals, is eligible to host a Member.

Member Activities

Members will provide direct service implementing 4-H PYD curriculum in STEAM based out-of-school time programming. STEAM stands for Science, Technology, Engineering, Arts, and Mathematics. This will be done through SPIN clubs, camps, in school enrichment, summer, and afterschool programs. SPIN Clubs are SPecial INterest 4-H Clubs that meet for a minimum of six times and enroll at least five youth. Members may work directly with youth or recruit and train volunteers to work with youth. These activities may take place in a wide variety of locations including schools and community centers and partner organizations throughout the state of Idaho. Members will serve as mentors and role models, teach important life skills, and give youth positive opportunities to explore the world around them in a
fun, engaging, non-formal learning environment. In addition, Members will engage new volunteers in the county programs to serve as 4-H leaders and 4-H event volunteers.

Host-Site Responsibilities
AmeriCorps placement sites will:
- Define the position responsibilities/work tasks in conjunction with the 4-H Regional Educator and State Program Coordinator
- Recruit Members in conjunction with State Program Coordinator and 4-H Regional Educators
- Orient incoming members to 4-H culture and community needs/problems and coordinate any additional site-specific training as needed
- Provide experienced and committed supervision, mentoring and professional development opportunities
- Approve timesheets, set priorities, direct activities, and evaluate performance in conjunction with State Program Coordinator
- Provide dedicated workspace with access to a computer, internet, email, phone, and access to office resources such as a printer and adequate office supplies for Member(s)
- Participate in required Pre-Service Orientation and bi-annual video-conferencing meetings facilitated by State Program Coordinator
- Evaluate programs for CNCS Performance Measures under the direction of UI Extension Specialist and State Program Coordinator
- Ensure Members are not displacing or replacing staff
- The host site must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for a post-service education award. In planning for the member’s term of service, the host site must account for holidays, school breaks and other time off, and must provide each Member with the opportunity to make up missed hours. State Program Coordinator will work with site supervisors to ensure missed hours are made up.
- Provide an annual cash match in the amount of $8,000 full-time, $4000 part-time, $2000 quarter-time, per member fee
- Provide travel funds for Member travel or professional development in excess of required training by CNCS (Required training and professional development are provided at no cost to host site)

UI Extension 4-H Youth Development Roles and Responsibilities
UI Extension 4-H Youth Development will:
- Assist with recruitment, and hiring of selected individuals
- Complete and ensure compliance with criminal history checks for all Members
- Facilitate Pre-Service Orientation for all Members and Site Supervisors which include the culture and history of 4-H and AmeriCorps, rules and expectations, an overview of allowable and unallowable activities, AmeriCorps Policies and Procedures, and evaluation requirements.
- Provide AmeriCorps gear and signage
- Disburse living allowances and benefits, provide travel funds for required training and mileage reimbursements
• Provide training such as Protecting Minors, IT Security, Diversity and Inclusion, Safety and Security Awareness, Our Inclusive Workplace, Stewardship of Resources and Ethical Conduct, Defensive Driving, Common Measures Evaluations, and any customized training as needed
• Coordinate regular conference calls with Members and Site Supervisors
• Conduct bi-annual site visits, site monitoring, and site compliance
• Provide cost accounting, invoicing, and financial reporting services
• All Idaho 4-H AmeriCorps programs will be evaluated using Common Measures 2.0 surveys customized for each program. Under the direction of the 4-H Evaluation Specialist, the State Program Coordinator will provide those customized surveys to Site Supervisors and Members. The State Program Coordinator will collect completed surveys and analyze data from program participants, parents and program staff and provide reports to sponsors and program staff.

Prohibited Activities

Legislation that established the AmeriCorps program contains a number of restrictions regarding the activities of AmeriCorps members. In addition, members may not engage in any conduct in a manner that would associate the national service program or the Corporation for National Service with the prohibited activities. The following are activities members may not participate in or be involved in while carrying out their duties as AmeriCorps members:

• Provide strictly clerical or administrative services for an agency;
• Attempting to influence legislation; Organizing or engaging in protests, petitions, boycotts, or strikes;
• Assisting, promoting, or deterring union organizing;
• Impairing existing contracts for services or collective bargaining agreements;
• Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
• Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
• Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
• Providing a direct benefit to a business organized for profit; a labor union; a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and an organization engaged in the religious activities described in paragraph (g) of this section, unless CNCS assistance is not used to support those religious activities.
• Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
• Providing abortion services or referrals for receipt of such services; and
• Such other activities as the CNCS may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo or gear while doing so.
Application Instructions

- Applications are on a rolling deadline and will be reviewed throughout the year
- Applications must be completed using the link below. Paper applications will not be accepted! https://uidaho.co1.qualtrics.com/jfe/form/SV_6tAxy0j59eMkted
- Host-Sites will be selected based upon capacity to supervise and provided a meaningful service experience to members as well as program need and potential impact to community
- Each application must include an overview of program area of placement and a description of member duties for each member requested. By providing as many details as possible you can ensure your application for members is competitive
- All questions must be answered completely. Incomplete applications will not be accepted. If you have any questions or need additional information you may contact the Program Coordinator, Christina Otto cottto@uidaho.edu, at 208-885-6404