Scope of Work

Host-Site Responsibilities

AmeriCorps placement sites will:

- Define the position responsibilities/work tasks in conjunction with the 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 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.
- Provide a minimum of three, reasonable, age appropriate, learning objectives for each program Members will deliver and a plan for how progress toward learning objectives will be assessed
- Ensuring Members collect high quality, accurate data for completing regular progress reports. Data collection instructions and schedule will be provided by 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. Site fees will be billed upon successful recruitment of member(s).
University of Idaho Extension, 4-H Youth Development, reserves the right to request additional information not specified in this document. In the event of a policy change, members, site supervisors, and host agencies will be notified in writing through the amendment process specified in section 15 of the Site Agreement.

- All background check requirements MUST be completed, and Members must be cleared prior to the anticipated start date. The program covers the cost of the background checks and staff resources to complete them. Start dates will be determined by program need.
- 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.