



HOMELESS & HOUSING
COALITION OF KENTUCKY



AmeriCorps

Homes for All AmeriCorps
Member Recruitment Guidance

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Recruitment and Enrollment Calendar

Recruitment and Interviewing

ASAP	Review Member Recruitment Guidance
By June 5 th	Begin advertising the AmeriCorps position(s)
Through June and July	Conduct interviews as promising candidates come through
July 14 th	Deadline to recommend a candidate for an August 1 st start

Site Supervisor Training

June 21 st or 28 th (choose 1)	Virtual training (link to be sent out) – 1:30 pm to 3:00 pm EST
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Important Program Dates

August 1 st	AmeriCorps Program Year Starts! First day for members to serve
August TBD	Member Orientation and Training – MANDATORY
	*Lodging, mileage, and meals provided
	*Members are asked to carpool; staff will help coordinate
	*Content will focus primarily on general AmeriCorps topics, soft skills related to service, and some general housing and homelessness related topics

Steps to Finding Your AmeriCorps Member

STEP 1: Advertising the AmeriCorps Position(s)

- Site Responsibilities:
 - Begin recruiting following the plan you described in your site application.
 - Post recruitment listings on sources available to you.
 - Include instructions on how you want to receive applications.
 - You can use our [AmeriCorps Member Application](#) – make sure the applicant understands they need to list your organization on the application so we can send you a copy
 - Share the member recruitment brochure with potential applicants.
 - Materials found at - <https://www.hhck.org/serve-as-a-member>.
- Our Responsibilities:
 - Post general recruitment listings on HHCK’s website, MyAmeriCorps.gov, Kentucky Nonprofit Network, Indeed.org, Handshake, and social media.

- Upload specific recruitment listings for your organization if requested in your site application.
- Guide potential applicants throughout the process.

STEP 2: Reviewing Applications

- Site Responsibilities:
 - Schedule interviews with promising candidates that apply directly to you.
 - Let us know if you are not receiving much interest by July 7th.
- Our Responsibilities:
 - Screen individuals that apply on our outside listings (i.e. KNN).
 - Review other applicants from the [AmeriCorps Member Application](#) (Google form).
 - Forward AmeriCorps-eligible candidates to you for consideration.

STEP 3: Interviews

- Site Responsibilities:
 - Provide information on the specific AmeriCorps position, the role they will play at your organization, and the expectations you have for the position, including the anticipated service schedule.
 - Share the member recruitment brochure if you have not done so at this point and share the [AmeriCorps Member Application](#) link to submit their application to us (if they haven't already).
 - Include questions from the Member Recommendation Form (below) in your interview, compile the responses, and send to our staff.
 - Conduct reference checks if required by your organization.
- Our Responsibilities:
 - Get to know the candidate and assess their potential to serve as an AmeriCorps member.
 - Provide information on AmeriCorps and the benefits, responsibilities that with being a member, and the expectations the candidate can have of their service year.
 - Give feedback to your organization on candidates you recommend to us. Unless there is a clear red flag with a candidate, we typically leave the decision up to you on who to move forward with.

STEP 4: Selecting Candidates

- Site Responsibilities:
 - Complete and send in the Member Recommendation Form for the candidate you want to fill your AmeriCorps position (if we didn't recommend them to you first).
 - Inform the candidate that you are recommending them for the position and clearly explain that they must complete paperwork and background checks before they are cleared for the position. In other words, it is a conditional offer.
- Our Responsibilities:
 - If you recommend one candidate and don't have hesitations, we'll start working with the candidate on paperwork and background checks.

- If a background check reveals a conviction that renders a candidate ineligible to serve, we'll let you know ASAP so we can resume recruiting.

STEP 5: Starting Service

- Site Responsibilities:
 - Help facilitate communication between our staff and your candidate if needed.
 - Offer space for the candidate to complete paperwork if needed.
 - Finalize start date with our office (if other than August 1st). The start date means your member is in service and logging hours.
- Our Responsibilities:
 - Complete paperwork and background checks.
 - Notify you and your candidate when they are cleared to begin service.
 - Officially enroll the individual as an AmeriCorps member with the federal AmeriCorps agency.

General Recruitment Tips + Suggestions

Member Benefits and Language

Member: the individual selected and cleared for service. Not a worker, employee, intern, or volunteer.

Position Description: the guiding document that outlines the role and responsibility of your member.

Site Supervisor: employee of the service site who is responsible for day-to-day supervision and mentoring.

Living Allowance: meant to cover basic living expenses, not a salary or wage. Distributed bi-weekly.

1700 hour member: \$20,100 (annual, gross)

900 hour member: \$10,642 (annual, gross)

Education Award: a significant benefit to serving in AmeriCorps. Although taxable, it can be used to pay down qualified student loans, student expenses, or tuition. Awarded upon successful completion of their hours.

1700 hour member: \$6,895

900 hour member: \$3,447.50

Advertising

- Include member benefits: living allowance, education award, health insurance (premium paid by us), child care assistance (if eligible), workers compensation, training and professional development, holidays and days off.
- Use service-oriented language. Do not refer to it as a job – this is not employment. Applicants that are looking for a job are pretty unlikely to finish their year of service, which can leave your organization and our program in a bind.

- Consider recruiting “outside of the box”: AmeriCorps is not just for recent college graduates. We’ve had former interns, volunteers, clients, board members, people looking for a new career, retirees, etc. successfully serve as members in our program.
- Provide the member recruitment brochure and the link to the [AmeriCorps Member Application](#) to apply.

Interviewing

- Explain that the position is funded through AmeriCorps, that they serve in the Homes for All program, and there will be activities and responsibilities outside of their day-to-day service at your organization. Individuals should understand they are part of a larger national service picture.
 - Reiterate that the member will attend orientation, training, service projects, and other events with our program, in addition to training with you.
 - If there are concerns related to childcare, transportation, etc., they can talk with our staff so we can figure out a solution together.
- Review member benefits, talk about the anticipated schedule, and hour requirement (1700 or 900).
 - Talk honestly about scheduling plans during the interview – i.e. evenings or weekends and why.
 - **Members need to serve 37.5 hours per week – they should know that before going forward.**
 - Following this schedule allows for weekends, holidays, and personal/sick time WHILE keeping the member on track to finish their service successfully by July 31st.
- Use the approved position description as your guiding document when explaining the position responsibilities.
- Be upfront about any site-specific travel you require as part of the position that you told us about in your site application. Mileage reimbursement needs to be given to members if *you* are requiring them to travel. HHCK provides reimbursement if we pull members out for a training or event. Sites may not allow a member to use their own personal vehicle without getting a copy of the member’s drivers license, insurance card, and acknowledgement of the liability involved.
- For candidates that you have a good feeling about:
 - Ask questions on the Member Recommendation Form.
 - Tell them to apply on the [AmeriCorps Member Application](#).
 - Explain what happens next: interview with our staff and then paperwork/background checks.

Returning Members

The decision to have a current member return for another year of service is a decision made between all 3 parties – the member, your site, and our program. Returning members bring knowledge, experience, and consistency. There are some things to consider:

- Any issues or challenges you are experiencing with your member now are likely to continue, not improve, if they serve another year.

- An individual can receive the value of (2) full education awards during their lifetime. For example: one person can serve a 1700 hour term and receive (1) full education award, then go on to serve in a 900 hour term and receive (0.5) education award.
- An individual may serve (4) terms as an AmeriCorps direct service member. Those terms can be different slots, but the maximum number is 4 terms.
- We do allow members to serve more than 2 terms in our program – if the member is a strong, involved, and committed individual AND if the site has had recruitment challenges in the past.

Members:

- Communicate interest in serving another year to their site and our staff.
- Finish the year strong by meeting all member expectations (training, reporting, timesheets, etc.).

Sites:

- Initiate the conversation with your member if you want them to serve another year.
- If you want to recruit a new member, kindly let your member know.
- Encourage your member to reach out to us if they are still interested in AmeriCorps, but not at your site.

Our staff:

Before approving a member to serve another term of service, we consider the following:

- Member evaluations and performance over the full year
- Are they on track to finish their hours?
- Did they participate in monthly trainings, service projects, member development activities?
- How well did they follow the member expectations and requirements, such as performance measure reporting and timesheets?
- Do they represent AmeriCorps well and understand the mission of national service?

Member Recommendation Form

Guidance: Ask these questions during your candidate interview. It will help you assess whether they will be a good fit for the AmeriCorps position and program alongside of your typical interview questions. Record the responses and send the form to our staff for any candidates you want us to consider.

We ask very similar questions during our interview, but we want to ensure candidates get a complete understanding of the AmeriCorps program from all sides. If you include these questions, it also helps signals to the candidate your organization’s support of our program and the AmeriCorps mission.

FORM IS ON THE NEXT PAGE

Member Recommendation Form

Candidate Name: _____

Email: _____

1. Are you able to commit to serve 1700 (or 900) hours in an AmeriCorps position and serve until July 31st of next year?
2. The living allowance provided to AmeriCorps members is (1700 hours - \$20,100 or 900 hours - \$10,642), paid bi-weekly while you are actively serving. This ends up being a pre-tax amount of about (\$773 or \$409) every other week. Would this be a barrier to you serving?
3. Are you available to attend a 2-to-3-day overnight orientation or training near Frankfort? Lodging, mileage reimbursement, and meals are provided.
4. AmeriCorps orientation is the first of several in-person events throughout the service year. Are you able to attend periodic, overnight events during your year of service?
5. What are the conflicts that would prevent you from meeting this expectation?
6. What circumstances would lead you to exit the program early?

