



HOMELESS & HOUSING
COALITION OF KENTUCKY



AmeriCorps

Homes for All VISTA

Member Recruitment Guidance

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Recruitment and Enrollment Calendar

Recruitment and Interviewing

ASAP	Review Member Recruitment Guidance (this document)
By June 5 th (August Starts)	Begin advertising your AmeriCorps VISTA position(s)
Through June and July	Conduct interviews as promising candidates come through
July 24 th	Deadline to recommend a candidate for an August 28 th start

Site Supervisor Training

August 14th	Training video to watch at your leisure before August 28 th
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Important Program Dates

August 21 st	Countdown to VISTA Service webinar – 3:00 pm EST Pre-course work
August 28 th	Virtual Member Orientation – 3:00 pm EST

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.
 - Include instructions on how you want to receive applications.
 - 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.

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).
 - 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 direct them to complete our [VISTA Member Questionnaire](#) (this is not a full application).
 - 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: Recommending a VISTA Member

- 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).
 - Remind them to complete the [VISTA Member Questionnaire](#) if they haven't already.
 - Inform the candidate that you are recommending them for the position and clearly explain that they must complete paperwork and be approved by the federal AmeriCorps agency.
- Our Responsibilities:
 - Guide the selected candidate through the formal VISTA application and enrollment process.
 - Communicate with federal AmeriCorps agency to successfully onboard the member.

STEP 5: Starting Service

- Site Responsibilities:
 - Help facilitate communication between our staff and your member if needed.
 - Provide a workspace to ensure the member completes their Virtual Member Orientation.
- Our Responsibilities:
 - Confirm member placement in the VISTA program.
 - Communicate VISTA onboarding requirements to you and your member.

General Recruitment Tips + Suggestions

Member Benefits and Language

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

Assignment 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: to cover basic living expenses and distributed bi-weekly by VISTA (\$22,882 gross)

End of Year Benefit (one of the following chosen by the member):

1. Education Award: \$6,895 towards qualified student loans, expenses, or tuition.
2. Cash Stipend: \$1,800 distributed over the final two living allowances.

Advertising

- Include member benefits: living allowance, end of service benefit, health care allowance or benefit plan, child care assistance (if eligible), a one-year non-compete eligibility status, 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 [VISTA Member Questionnaire](#).

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, their service schedule, and site-specific expectations.
 - Members serve in a full-time capacity (at least 36 hours per week).
- Use the approved VISTA Assignment 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 and send responses to our staff.
 - Tell them to apply on the [VISTA Member Questionnaire](#).
 - Share that you are recommending them for VISTA service and their next contact will be with our staff.

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

VISTA Member Recommendation Form

Candidate Name: _____

Email: _____

1. Are you able to commit to a full-time, 365-day position as an AmeriCorps VISTA member?
2. The living allowance provided to VISTA members is \$22,882 annually or \$880 bi-weekly (gross). Would this be a barrier to you serving?
3. Are you able to attend periodic, overnight events during your year of service?
4. What are the conflicts that would prevent you from meeting this expectation?
5. What circumstances would lead you to exit the program early?

