###

**Request for Proposal (RFP) Guidelines**

UCAN AmeriCorps

**Request for Proposal Cycles:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** **Term** | **Term** **Dates** | **Cash** **Match** | **In-Kind Match** | **Proposal Due Date** |
| 900 hour | February 3, 2025 – July 31, 2025 | $6,000 | $4,000 | October 30th, 2024 |
| 300 hour | June 2, 2025 – July 31, 2025 | $2,000 | $1,000 | February 15th, 2025 |

**Table of Contents**

[Application Timeline + Process 2](#_Toc173915338)

[How to Apply 2](#_Toc173915339)

[About UCAN AmeriCorps 3](#_Toc173915340)

[Partner Eligibility 6](#_Toc173915341)

[Cash + In-Kind Match 8](#_Toc173915342)

[AmeriCorps Prohibited Activities 9](#_Toc173915343)

[Performance Measure (PM) Overview 10](#_Toc173915344)

[Focus Area Overview 11](#_Toc173915345)

[Host Site Responsibilities 12](#_Toc173915346)

[Application Guidance 14](#_Toc173915347)

[Position Description Guidelines 15](#_Toc173915348)

**Application Timeline + Process**

|  |  |  |
| --- | --- | --- |
| **Important Dates:** | 900 hour | 300 hour |
| **RFP Announcement** | September 19, 2024 |
| **RFP Informational Sessions, Hosted on Teams & One-on-One Meetings (in-person or Teams)** | Register in advance for these meetings: <https://forms.office.com/r/68FHi8CRTE> |
| **Host Site Proposals Due**  | **October 30, 2024** | **February 28, 2025** |
| **Project Proposal Review Period** | Around 1 week after submission deadline |
| **Notification of Status** | November 7, 2024 | March 10, 2025 |
| **Proposal Clarification & Revision Period**Some acceptances may be contingent on clarification responses | November 14, 2024 | March 17, 2025 |
| **Positions Launch for Recruitment**  | November 15, 2024 | March 19, 2025 |
| **Due: Memorandum of Understanding** | Upon recruitment of your member |
| **Deadline to Recruit AmeriCorps Member**  | January 15, 2025 | May 15, 2025 |
| **Host Site Orientation/Training**Required for all supervisors/mentors | January 31, 2025 | TBD |
| **AmeriCorps Member Orientation** | February 3, 2025 | June 2, 2025 |
| **Members first day at host site** | February 4, 2025 | June 3, 2025 |
| **Due: Cash Match**  | March 3, 2025 | July 1, 2025 |

# **How to Apply**

**Process:**

1. Visit [www.ucancap.org/rfp](http://www.ucancap.org/rfp) and click on “UCAN AmeriCorps 900hr/300hr RFP”.
2. Review the RFP Guidelines.
3. Download the application documents, which will be downloadable as either a .pdf or Word (.doc) file.
4. Complete the RFP application.
5. Compile any required supplemental documents for your application, as outlined in the Application Checklist, and email them to ucamericorps@ucancap.org and Cc UCAN AmeriCorps program manager at julia.anselmo@ucancap.org.

**Note of Changes:**

* **Each project site is required to have both a site supervisor & mentor. Please refer to defined roles on page 4. NSCHC Background checks are mandated for all site supervisors/mentors in order to count supervision hours as part of in-kind match.**

# **About UCAN AmeriCorps**

**AMERICORPS**

AmeriCorps is a national service program that enrolls more than 75,000 people per year in intensive service positions in over than 15,000 locations nationwide including nonprofits, schools, government agencies and tribal nations. AmeriCorps Members serve agencies that are tackling pressing problems while mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational, and life benefits, and the experience has a lasting impact on the Members and the communities they serve. Please click the link to learn more about AmeriCorps- [www.americorps.gov/](https://www.americorps.gov/)

**UNITED COMMUNITY ACTION NETWORK (UCAN)**

*The mission of UCAN: creating solutions to poverty, improving lives in our community.*

UCAN is the sponsoring agency for UCAN AmeriCorps. UCAN is a private, nonprofit Community Action Agency founded in 1969 in Roseburg, Oregon by a group of three women, then called "welfare moms,” and two caseworkers who wanted more for their children. Now, more than 50 years later, UCAN operates throughout Douglas and Josephine counties, with a staff of more than 200 and a host of volunteers committed to removing barriers to opportunity. Through the operation of our programs and in partnership with other agencies, UCAN works within our communities to address common concerns, improve systems and advocate for the benefit of all.

**UCAN AmeriCorps**

Since 2009, UCAN AmeriCorps has partnered with nonprofits, community and faith-based organizations, government agencies and schools in Coos, Curry, Douglas, Jackson and Josephine Counties with the opportunity to sponsor an AmeriCorps member. Our members improve the organizational capacity of project host sites to deliver direct services within UCAN Focus areas: *education, economic opportunity, and healthy futures.*

Our AmeriCorps Program operates by combining Federal funding and local match. Federal funds are disbursed by AmeriCorps, the Agency and monitored by Oregon Serves ([www.oregonvolunteers.org](http://www.oregonvolunteers.org)). Host sites contribute a cash-match and document in-kind contributions toward the total match.

**PROJECT PARTNERS**

UCAN AmeriCorps has built dozens of partnerships since 2009. Each year, UCAN staff publishes a Request for Proposals, and with the support of our community review process, we select schools, non-profits, and government agencies to be AmeriCorps host sites. We call our host sites Project Partners. Partners have compelling project ideas and the capability to plan, manage and execute them in unique and meaningful ways. Partners identify strong site supervisors who value mentoring, volunteerism and community development. Site supervisors tend to be visionaries and enjoy coaching and positively influencing the career/educational path of their AmeriCorps Member(s). Eligible partners will:

* Describe a compelling community need that improves the delivery of direct services in Focus Areas with the goal of improving your organization’s capacity
* Create a well-defined project with realistic metrics, goals and outcomes
* Provide direct supervision, ongoing mentoring, effective evaluation and project oversight
* Arrange Member workspace, resources and professional development opportunities.

**SUPERVISOR & MENTOR ROLES**

Site Supervisor: The formal point of contact for the AmeriCorps member and UCAN program staff throughout the year. They are responsible for overseeing the member’s progress, ensuring all necessary paperwork is completed, and providing guidance on program-related tasks. The supervisor acts as the main authority, ensuring the member adheres to program requirements and serves as the primary support for professional development.

Site Mentor: A more informal coach who provides day-to-day assistance and guidance to the AmeriCorps member. The mentor helps with routine questions and offers additional support when the supervisor is unavailable. Their role is to provide encouragement and practical advice, helping the member navigate challenges in a more personal, accessible manner.

**SUPPORT PROVIDED BY UCAN AMERICORPS**UCAN Staff will support Partners in the following ways:

Part Time Cohort

* Provide guidance and technical assistance to prospective Partners.
* Work with Advisory Committee to select quality projects.
* Notify all host site applicants of awards as approved.
* Guide site supervisors through Member recruitment, interview and selection process
* Conduct a second interview with applicant finalists and approve selection of AmeriCorps members to serve with host sites.
* Draft Memorandum of Understandings (MOUs) between United Community Action Network and each Partner upon approval of projects and award of funding to UCAN for AmeriCorps projects.
* Provide training for site supervisors to assure clear understanding of UCAN program policies and compliance with these regulations.
* Work with host sites to provide reasonable accommodation for members with disabilities.
* Conduct a background check of all members and site supervisors. This check will cover the National Sex Offender Public Registry, a background check from their state of residence, a check from the state of Oregon, and a Fingerprint Background Check through the FBI.
* Manage Member payroll, benefits and programmatic reporting.
* Build Member leadership via *Team Meetings & Trainings, National Service Events, Member Initiated Professional Development, and Civic Engagement & Reflection opportunities.*
* Retain Members via *formal site visits, evaluations, recognition events and ongoing support.*
* Provide sites with a calendar of events and trainings to mitigate any conflicts in scheduling.
* Advise project mentors of reporting requirements and timelines.
* Schedule and provide training for UCAN members at quarterly meetings, and others as determined.
* Provide ongoing support to members and site supervisors throughout the year
* Act as a liaison between; 1) members and Corps Network regarding healthcare coverage; 2) members and site supervisors as needed; 3) host sites and AmeriCorps, the Agency.
* Submit AmeriCorps grant applications to AmeriCorps, the Agency.
* Maintain records required by AmeriCorps, the Agency and UCAN.
* Compile all site reports into a comprehensive report and submit to AmeriCorps, the Agency within required timelines.
* Comply with federal laws and regulations and AmeriCorps, the Agency policies and procedures and make host site supervisors aware of such laws and regulations.

*UCAN provides equal employment and service opportunities for all people without regard to age, sex, race, color, creed, national origin, sexual orientation or religion. UCAN will also provide equal employment opportunities to qualified individuals with disability, disabled veterans, Vietnam Era veterans and other covered veterans.*

**UCAN AMERICORPS MEMBERS**

UCAN AmeriCorps staff and project partners collaboratively recruit a diverse team of adults, age 17+, who will bring a wide variety of skills, life experiences and interests to serve on their project. Members are passionate about addressing pressing social issues within UCAN Focus Areas. AmeriCorps members commit to a 6- or 2- month term of service. AmeriCorps members serve their country through community service, while developing their professional and leadership skills. Host sites must follow the OTC Equal Employment Opportunity policies when recruiting and selecting AmeriCorps members.

**HOW DO UCAN AMERICORPS MEMBERS SERVE?**

There are 2 different terms to choose from when applying for a member(s). Host sites can select a term which best fits their needs for their AmeriCorps project. Each start date begins with a required UCAN orientation. Non-profit organizations, community or faith-based organizations, government agencies, schools and tribal nations may apply to host a UCAN member. Members must spend a minimum of 85% of the service term on their dedicated AmeriCorps project, while the remaining 15% may be spent on professional development opportunities. Members attend UCAN/AmeriCorps sponsored trainings and activities, participate in National Service Days, attend quarterly regional meetings and have the opportunity to participate in optional development activities.

Summer of Service

* **300 hours / 2 months**
* Term: June 2 – July 31, 2025
* 40 hours/week

Half Term Position

* **900 hours / 6 months**
* Term: February 3 – July 31, 2025
* 40 hours/week

**MEMBER BENEFITS**

Based on the type of position each member serves, they will receive a taxable living stipend that is distributed bi-monthly during the length of their position. At the end of their service, members will receive a taxable education award to cover the costs of education or to repay qualified student loans.

 *\*See stipend and education award amounts in the charts below.*

Members may be eligible for medical insurance, public benefits (SNAP, OHP, etc.), student loan forbearance and childcare. Beyond these benefits, all members have the opportunity to gain professional skills, take on leadership roles, work with community partners, build networks, and *Get Things Done for America.*

UCAN devotes 15% of member service terms to professional development (AmeriCorps, Project Related, and Member Initiated Professional Development trainings hours). The remaining 85% of member service is devoted to the proposed service project.

|  |  |  |
| --- | --- | --- |
|  | 900hr | 300hr |
| **Education Award** | $3,697.50 | $1,565.08 |
| **Living Stipend** | $11,050 | $3,400 |
|  |  |  |  |

# **Partner Eligibility**

Before writing your application, make sure your organization is **eligible**.

1. Your organization is one of the following:
* 501(c) (3) nonprofit organization
* Public school, school district, or Educational Service District (ESD)
* Government agency (city, county, regional, state or federal)
* Tribal Nation
* Faith-based or community organization
1. Your Member position will address one of the following focus areas through Capacity Building efforts:
* Education
* Economic Opportunity
* Healthy Futures
1. **You have identified a qualified site supervisor & site mentor** who will **oversee the Member for the entire service term.**
2. Your project does not involve fundraising and advocacy for the overall organization. *Project-specific fundraising is allowable and requires pre-approval during service.*
3. Your organization has a **Drug Free Work Place Policy** and a **Non-Discrimination Policy**.
4. Your organization will donate **the appropriate level of in-kind match.**
5. Your organization will contribute **the appropriate level of cash match** to be billed at the start of your member’s service. If you do not recruit a member, you may incur a $500 administration fee.
6. Your organization has the appropriate level of **liability coverage** and can submit proof (copy or certificate or letter of self-insurance) with the completed application.
7. Your organization will provide proof of **501c(3) status** with the completed application, if applicable.
8. Your project does not have the Member **supporting general operational duties** (e.g. clerical, reception, janitorial, recess/lunch coverage).
9. You will not have your Member **duplicate or replace** current or former staff.
10. Your project will have the Member **engage volunteers to support service activities**.
11. Your project will not have the Member and volunteers mobilized by this project engage in any of the **AmeriCorps Prohibited Activities (see list on page that follows).**

# **Cash + In-Kind Match**

\*per member

**Cash Match:**

* **900hr Term Due: March 3, 2024**
* **300hr Term Due: July 1, 2024**

|  |  |  |
| --- | --- | --- |
| **Type of Position** | 900hr | 300hr |
| Cash Match | $6,000 | $2,000 |

Each cash match amount listed above includes a non-refundable $500 administrative fee per position. Organizations that do not secure a member may receive an invoice for the $500 administrative fee rather than for the full cash match amount.

**In-Kind Match:**

|  |  |  |
| --- | --- | --- |
| **Type of Position** | 900hr | 300hr |
| In-Kind (minimum) | $4,000 | $1,000 |

Documented in-kind match through:

* Supervisor and mentor’s time spent directly supporting their member and their service project. Fully loaded wage must be accurately calculated. (Site supervisors/mentors must pass NSCHC Background checks before documenting hours)

# **AmeriCorps Prohibited Activities**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program, AmeriCorps the Agency, or staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
6. 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;
7. 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;
8. Providing a direct benefit to -
9. A business organized for profit;
10. A labor union;
11. A partisan political organization;
12. 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 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
13. An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
14. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
15. Providing abortion services or referrals for receipt of such services; and
16. Such other activities as AmeriCorps may prohibit.
17. Performing services or duties that have been performed by or were assigned to any:
18. Presently employed worker;
19. Employee who recently resigned or was discharged;
20. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
21. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
22. Employee who is on strike or is being locked out.
23. Preparing any part of a grant proposal or performing other fundraising functions to help the sponsor achieve matching requirements, or to fund general operating expenses, or providing fundraising assistance to other community-based organizations to enhance their capacity. However, members may complete small grant applications (*less than $1,000) to seek support for projects that directly relate to their distinct service project.*
24. Participating in organized fundraising such as financial campaigns, endowment drives, solicitation of gifts or bequests and similar activities designed to raise capital for the organization. *However, members may solicit in-kind donations directly related to their service projects.*

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- AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

# **Performance Measure (PM) Overview**

All projects must align all member service activities within our two Performance Measure categories – professional development & capacity building. Projects must select at least one focus areas (described on the next page) for which their project’s impact correlate.

PM Worksheets must be completed to establish target goals for your project. It is important that the outputs and outcomes described in the worksheets are directly attributable to the member, progress is measurable, and that target numbers are realistic for a member participating in the proposed program. Consider the framework of “SMART” (Specific, Measurable, Attainable, Relevant and Time-bound) goals when building and completing these worksheets.

**PM 1 Professional Development** | 15% of service term (required)
 **Description:** Members will spend time on AmeriCorps, Project Related, and Member Initiated Professional Development training hours. Approximately 7% of this time is spent on AmeriCorps sponsored events; i.e. orientation, quarterly meetings, kick-off, team service projects, etc. Host sites are required to provide their members with trainings, which go toward the remaining 8% of this performance measure. Members also have the opportunity to pursue self-directed Member Initiated Professional Development they identify during their service year, which may be completely unrelated to their project, so long as it pertains to their professional & personal growth and development.

**Output 1:** Orientation provided by your organization to your member

**Output 2:** Trainings your organization offers to your member

**PM 2 Capacity Building** |85% of service term (required)
 **Description:** Members will spend 85% of their service term implementing, or informing how to implement, Volunteer Management Goals at their host site to improve their organizational capacity to deliver direct services. Our members may lead activities/programs within UCAN Focus Areas (described on next page) that either engage, or intend to engage, volunteers (community members and/or student service-learners). Members must use their experience in activities/programs to inform how they will implement the Volunteer Management Goals at the host site. **Output 1:** Volunteer Mobilization (required)

**Output 2:** Member Service Delivery within UCAN Focus Areas (required)

**Output 3:** Three pre-selected Volunteer Management Goals increased by your member (required)

# **Focus Area Overview**

**Education:**

Projects support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students to prepare for success in post-secondary educational institutions. Examples include:

* Tutoring, mentoring, College & Career coaching programs
* Providing opportunities for improved interpersonal skills and socio-emotional behaviors
* Experience-based learning, extracurricular activities, service learning, and creative projects

**Economic Opportunity:**

Project will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased employment. Examples include:

* Job skills development, readiness, and retention programs
* Rental and housing assistance, referrals, and navigation
* Referrals and assistance in obtaining income supports/benefits

**Healthy Futures:**

Projects will provide support for activities that address the opioid crisis; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity. Examples include:

* Health & nutrition education for youth and adults
* Community health education and referrals to healthcare services
* Increase access and referrals to treatment and recovery programs

# **Host Site Responsibilities**

Hosting a Member is a unique opportunity to address critical community needs while providing a meaningful service learning experience for the Member. Below is an overview of the site supervisor role and responsibilities that UCAN requires to maximize the benefits of a service placement.

###### PROJECT OVERSIGHT + SUPERVISION

###### Provide Member with an experienced and consistent site supervisor for the full term of service

###### Attend UCAN Host Site Orientation to gain working knowledge of UCAN handbook & policies

###### Attend the joint orientation with your member.

###### Prepare your organization for hosting an AmeriCorps member.

###### Develop a project work plan with realistic performance measures and timelines.

###### Meet with the member one-on-one for a minimum of one hour each week to review past activities and set future goals.

###### Be available on an as-needed basis to help clarify and answer questions.

###### Assist the Member in identifying training opportunities to meet professional development goals and support the member’s participation in UCAN sponsored events and professional development activities off-site.

###### RECRUITMENT

###### Develop an outreach plan to attract a diverse applicant pool.

###### Conduct outreach to recruit member - all local and targeted recruitment must be done by host sites.

###### Schedule initial interviews with best-qualified applicants. Sites must include all qualified individuals with disabilities and those with diverse backgrounds.

###### Check references for top applicant(s).

###### Submit top applicant(s) to UCAN for second interview and approval of selection.

###### MATCH REQUIREMENTS

* In-Kind minimum
* Cash Match
	+ See table in previous section for details

###### PROJECT SUPPORT

###### Develop a well-defined, monthly project work plan with clear goals, activities and outcomes correlated to UCAN Performance Measures & Focus Areas.

###### Provide adequate office space, office equipment, tools and materials for the member to perform service. The member should have reasonable access to a desk, telephone, internet and computer.

###### Provide transportation (mileage reimbursement or an organization vehicle) in accordance with host site policies if project related travel is required.

###### Assure the Member wears AmeriCorps gear or identifiers each day, display the AmeriCorps poster in the organization, and put the logo on your organization’s website.

###### Conduct outreach within the host site and the community to increase awareness of the service UCAN members provide.

###### RISK MANAGEMENT

###### Establish clear guidelines and rules that ensure the safety of the Member and participants in the partner organization and project locations.

* Develop or obtain appropriate youth to adult ratios, parental authorization forms, site permits, volunteer waivers, and emergency procedures.

###### All members must clear a multi-tier criminal background check by UCAN. Until these background checks are completed and they are cleared for service, members may not serve.

###### If the site requires an additional background check or drug testing, this must be completed *prior* to offering a positon to a potential member.

###### REPORTING

###### Read, sign and return the MOU within the specified timeframe.

###### Participate in mid-term & end of service Site Visits with UCAN Staff.

###### Participate in mid-term & end of service Evaluations with the member using UCAN forms.

###### Submit monthly in-kind reports and documentation of In-Kind through supervision timesheets.

###### Approve and submit members’ monthly reports and timesheets.

###### Submit other reports as requested.

**Application Guidance**

\*All projects are contingent on UCAN AmeriCorps’ continued federal funding.

All eligible partners are encouraged to respond to our Request for Proposals. UCAN utilizes a two-tier selection process; 1) Staff & Community Readers score proposals based on criteria below; 2) Factors such as balancing our program’s focus area selection and geography, as well as history with our program, are considered. Some proposals will require revisions before formal selection.

**QUALITY OF PROJECT + ORGANIZATIONAL CAPACITY**

1. Engages the member in service activities that correlate to UCAN performance measures.
2. Increased capacity building is key to the project.
3. Project is aligned with UCAN AmeriCorps primary focus areas (Education, Healthy Futures, and/or Economic Oppourtunity)
4. Addresses a significant, specific, unmet local community need for which there is limited funding.
5. Enhances or increases the organization’s ability to serve the community.
6. Members’ service is distinct from other jobs and does not duplicate functions or displace paid staff.
7. Project does not include any AmeriCorps Prohibited Activities
8. Position description adequately describes the member’s service and will be useful for recruiting.
* Project directly supports the host site’s mission and long-term vision and the organization has the expertise to conduct the proposed project.
* Host site provides a site supervisor and mentor, adequate support, and training for the member.
* Impact of the member’s service is directly attributable to the member.
* The office or working space is sufficient for the member’s project.
* Organization has an adequate plan for recruiting the member(s).
* Host site demonstrates the ability to meet the cash and in-kind match requirements.

**SUSTAINABILITY**

* Supports the long-term goals of the organization and the organization is committed to the project.
* Designed to yield results beyond the member’s term of service.
* Outlines specific member activities that contribute to the long-term sustainability of the project.

# **Position Description Guidelines**

Use the following information and examples to guide you in creating a compelling position description that is specific to your organization and to the project. Partners are not limited to the examples provided below. Sites are required to use the word “service” instead of “work” – AmeriCorps members are not employees.

The creation of essential and marginal responsibilities is an important step in creating an inclusive service description. To learn more about this please visit the National Service Inclusion Project Website: <http://www.serviceandinclusion.org/handbook/index.php?page=sectioniii>

**Position Title**

Provide a position title (up to 46 characters) for the position. Fill in the number of positions you are requesting. Create a position title that is clearly distinct from staff – such as Educator, Mentor, Coach, Member, or Leader. Also avoid the word “Assistant.” Since member should be in support roles to staff, professional titles such as Manager, Director, Coordinator, Teacher, Specialist, etc., are not appropriate.

**Project Host Site**

Provide the name of your organization and the website address where applicants can learn about your organization.

**Project Location**

Provide the site location address. If your project will require the member to report to more than one location on a regular basis, please describe.

**Position Summary**

Provide a paragraph of 150 words or less summarizing 1-3 key goals for the position. Prioritize the position goals and indicate the percentage of time the member can expect to spend on each of these goals. Host sites must mention that the project aims to build program capacity around organization effectiveness, efficiency, and or scale/reach.

**Essential Responsibilities**

List 5-9 tasks or duties that are critical to carrying out the position. These activities should directly relate to the performance measures created as part of your application.

**Marginal Responsibilities**

List those activities that are seldom or only intermittently performed. The position does not exist solely to fulfill these tasks, and the removal of these functions would not drastically alter the nature, purpose, or result of the essential tasks to be accomplished by the Member.

**Position Requirements**

List up to 9 requirements that will be specific to the position. Please keep in mind that participation in AmeriCorps is a professional development and service opportunity. If you would like to change the minimum requirement that a member be 17 or older, you must have a valid reason for doing so. For example, your insurance might require them to be a certain age to drive an agency vehicle, etc.

Be sure to include any of the following that apply:

* Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers (training provided).
* Personal vehicle is required for service activities and mileage reimbursement is provided.
* Must have a valid driver's license, clean driving record and ability to provide documentation.
* Ability to successfully pass a drug test (random or otherwise) conducted by project host site.

**Preferred Qualifications**

Provide up to 7 preferred qualifications that will be specific to your position.

**Service Conditions**

Describe the environment in which the member or volunteer will be conducting their service.

**Physical/Intellectual Demands**

Describe the general service environment of the position.

**Equipment Used**

List the technology, tools, or machines that are applicable to the position.

**Transportation information**

Include all of the following that apply:

* Organizational vehicle is available for service activities. Member is covered by organization’s vehicle insurance policy.
* Project site is accessible by public transportation.
* Project site is not accessible by public transportation.
* Personal vehicle is recommended to get to service site.
* Bus tickets are available for service activities and will be provided by the project host site.
* Monthly/annual transit passes are available for service activities and will be provided by the project host site.

**Member Benefits Include**

Choose appropriate option for living stipend and education award amounts based on type of program (full or part time).

Describe any other benefits that your organization will provide to the member.
Examples include rental assistance, bus passes, flexible hours, etc.

**How to Apply**

Step 1 - Provide the name and email address of the person who will be responsible for recruitment of the member. This person must be equipped to respond to inquiries from applicants about the position for the duration of your site’s member recruitment process (especially during summer months).

Step 2- Include a link or the QR code to the UCAN Member Application (UCAN will provide)

Step 3- Inform applicants that registration on the MyAmeriCorps website will be required prior to service start.

Questions about the position?

Provide the name, job title, organization, work address, phone number, and email address of the person who will be responsible for recruitment of the UCAN member. Again, this person must be equipped to respond to inquiries from applicants about the position for the duration of your site’s member recruitment process (including summer).

**Position Description Example**

**Position Description**

UCAN AmeriCorps members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCAN projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

**SERVICE TERM**

August 29, 2024 – July 31, 2025 (Full-time; 11 months – 1700 hours)

**MEMBER LIVING ALLOWANCE**

$20,400 living allowance paid over the 11-month service term

**EDUCATION AWARD**

$7,395 Segal Education Award upon successful completion of the term of service

**POSITION TITLE**

Estuary Explorers Educator

**PROJECT HOST SITE**

South Slough National Estuarine Research Reserve

**PROJECT LOCATION**

Charleston, Oregon

**POSITION SUMMARY**

Live, work and explore the towering coniferous forests and rugged coastline iconic to the central Oregon coast. The Estuary Explorers Educator designs and implements after school activities that immerse K-8 students in engaging science, technology, engineering, art & math (STEAM) activities. Teaching topics are focused on estuaries, watersheds, and local culture. The Educator will work with guidance from the experienced Reserve education team, following a framework developed by previous members. The Educator recruits and trains high school student interns and adult volunteers to assist with delivery of science and exploration activities. The Educator will maintain and build relationships with local schools and other partners in the community to continue to bring these valuable programs to the students who need them most. The Educator will work to identify community partnerships that can help strengthen afterschool programs. The Educator will also support and learn from other Reserve education programs and research projects, incorporating that knowledge into the afterschool lessons. Outside of the school season, the Educator will assist with summer science camps for kids ages 5-18, as well as community education programs for all ages of learners.

 **ESSENTIAL RESPONSIBILITIES** (to include, but not limited to)

* Pursue additional school sites to expand the program reach to more local students, more days a week.
* Recruit and retain volunteers from the local community to deliver activities.
* Modify, create and deliver engaging STEAM activities for K-8 students.
* Continue working with the local high schools and Oregon Coast STEM Hub to recruit high school interns.
* Conduct evaluations and assessments based on student, teacher and volunteer feedback to inform success and long-term sustainability for the program.
* Assist with other Reserve education programs in schools and the community.
* Collaborate with other education providers to enhance programming.
* Complete all state and federal trainings by required deadlines. Implement and/or develop systems to inform Volunteer Management Goals.
* Complete and submit all necessary UCAN paperwork and reports in a timely manner.
* Attend and complete all UCAN training and service requirements including orientation, trainings, team meetings, and National Days of Service (Make a Difference Day, MLK Jr. Day, and a June Service Event).
* Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

**MARGINAL RESPONSIBILITIES** (to include, but not limited to)

* Develop lessons and activities that contribute to Reserve education.
* Pursue methods to support participation from high school interns, such as transportation, school credit, etc.
* Identify other methods to provide estuary programming to audiences currently not participating.
* Assist with and teach about research, monitoring and stewardship work at the Reserve.

**POSITION REQUIREMENTS**

* Ability to read, write and communicate effectively at an 8th grade level or above.
* Willingness to work closely with children and adults, and speak in front of groups of various sizes.
* Ability to work independently and meet deadlines.
* Creativity, flexibility and critical thinking skills.
* Current US Driver’s license
* Leadership skills, or an interest and willingness to build those skills.
* 17 years of age or older, at beginning of service term.
* U.S. citizen, U.S. national or lawful permanent resident.
* Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
* Ability to commit to the full term of service for which they are applying.
* Must successfully pass a National Service Criminal History Check provided through UCAN and/or Project Host Site.
* Regular and reliable attendance.
* Have not previously served four terms in an AmeriCorps\*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime.
* Applicants must disclose if they have ever been removed for cause from any national service program.

**PREFERRED QUALIFICATIONS**

* 4 years of study in environmental science, education, or related degree.
* Experience working with children, especially in outdoor settings
* Ability to walk unassisted up to 5 miles over uneven terrain such as unpaved trails, mudflats and marshes
* Ability to lift up to 50 lbs
* Experience working with or coordinating volunteers
* Familiarity with computers, including Microsoft Office programs

**SERVICE CONDITIONS**

* Office, visitor center, schools or other community buildings
* Paved and unpaved trails of varying steepness
* Outdoor sites including forests, wetlands, tideflats and channels.

**PHYSICAL & INTELLECTUAL DEMANDS**

* Walking or standing for extended periods, sometimes on unstable surfaces
* Working outdoors in varying weather conditions
* Ability to work well independently and as part of a team

**EQUIPMENT USED**

* Computers and tablets, landline and cell phones, Microsoft Office Suite, Windows programs, cameras, microscopes, spotting scopes, binoculars, GPS unites, science field equipment, 12-passenger van, minivan, 4WD trucks

**TRANSPORTATION INFORMATION**

* Reserve vehicles are available for work-related activities.
* Personal vehicle is essential because there is no public transportation to the Reserve or onsite housing.

**MEMBER BENEFITS INCLUDE**

* $20,400 living allowance paid over the 11-month service term (approx. $850 bi/weekly, before taxes).
* $7,395 education award upon successful completion of the term of service which can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used. Members that are 55 and older may transfer the award to one child or grandchild.
* May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
* Basic medical insurance (covers members only, not dependents; vision and dental not included).
* SNAP benefits for those who qualify.
* Child care allowance for those who qualify.
* Outdoor education and teaching training opportunities with the Reserve and partners.
* Science and stewardship professional learning opportunities with the Reserve and natural resource partners.
* Shared housing is available within the Reserve property and free for members.

**EQUITY & INCLUSION**
UCAN values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCAN is an AA/EEO employer. UCAN provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

**HOW TO APPLY**

**Application Deadline:** July 31, 2024
Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.
**Apply to UCAN AmeriCorps**:

• Visit <https://my.americorps.gov/> and select “apply to serve”

• Create a login and password

• Build your AmeriCorps profile and application to serve

• Click on “Advanced Opportunity Search” and search by Program Name: “UCAN” and State: “OR”

  **QUESTIONS ABOUT THIS POSITION? CONTACT:**

Jaime Belanger

Education Coordinator| South Slough Reserve

61907 Seven Devils Road, Charleston, OR 97420

XXX-XXX-XXX | supervisor-email@gmail.com

**QUESTIONS ABOUT AMERICORPS? CONTACT:**

Julia Anselmo

Program Manager | UCAN AmeriCorps

251 NE Garden Valley Blvd Suite 205, Roseburg, OR 97470

541-671-8517 | julia.anselmo@ucancap.org