



# *Palouse-Clearwater* Environmental Institute



## *AmeriCorps Program* **SPONSOR APPLICATION 2017-2018**

**Do you have an unmet environmental need in your community?**

**Would you enjoy supervising an AmeriCorps member?**

**Are you based in the state of Idaho?**

The Palouse-Clearwater Environmental Institute AmeriCorps Program would like to invite you to apply to be a Sponsor.



Please share with your staff and professional networks.

Questions?

Please contact Joan Alexander,  
PCEI AmeriCorps Placement Coordinator  
[jalexander@pcei.org](mailto:jalexander@pcei.org)  
(c) 208-596-1837 / (w) 208-882-1444

# ***PCEI AMERICORPS FACT SHEET***

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## **WHAT IS AMERICORPS?**

AmeriCorps is a National Service Program of the Corporation for National and Community Service. Grants are awarded to organizations to assist these groups in recruiting, training and placing AmeriCorps members to meet critical community needs.

## **WHAT IS AN AMERICORPS SPONSOR?**

An AmeriCorps Sponsor is a non-profit organization, a school or a government agency that hosts an AmeriCorps member to complete an 11-month service project. (In some cases, the term is part-time or approximately 5 ½ months.) The project will expand the capacity of the Sponsor agency and address an unmet environmental community need. The sponsor site will not only provide a meaningful service experience, but will also foster professional development for the member.

### **An Ideal Sponsor**

- Creates a well-defined project with measurable goals and outcomes.
- Organizes adequate member workspace, resources and training
- Provides ongoing mentoring and supervision
- Supports their member through a complete term of service.

## **WHAT IS AN AMERICORPS MEMBER?**

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 and benefits. PCEI members are passionate about environmental issues.

## **PALOUSE-CLEARWATER ENVIRONMENTAL INSTITUTE**

PCEI's mission is to increase citizen involvement in decisions that affect our region's environment. Through community organizing and education, PCEI assists members of our communities in making environmentally sound and economically viable decisions that promote a sustainable future.

## **PALOUSE-CLEARWATER ENVIRONMENTAL INSTITUTE AMERICORPS PROGRAM**

The PCEI AmeriCorps program places AmeriCorps members in organizations whose goal is to educate and engage community in positive and beneficial environmentally focused practices, in order to protect Idaho's natural resources and maintain our safety and quality of life.

Community members will be educated in environmental principles through a variety of formal and informal presentations and classes. Members will also engage community members in hands-on, on-the-ground, purposeful activities, which will contribute to the protection and enhancement of regional lands and waterways, providing direct experience and leading to continued involvement and ongoing positive action.

The projects our AmeriCorps members will complete should be designed to **1) provide education and direct experience so that residents of all ages will gain the knowledge to make informed decisions addressing critical environmental issues in a real-world context and 2) provide opportunity for members and community to complete restoration activities that lead to the protection and enhancement of our lands and waterways.**

Previous project activities have included:

- Completing community level projects related to sustainable community planning and/or conservation efforts. This work will help citizens and communities throughout Idaho to promote sustainable development and land use planning, reducing their impact on the environment.
- Hands-on restoration projects in watersheds, wetlands, forests, and wildlife habitat.
- Classroom and other environmental education and outreach.
- Leveraging volunteers who will be engaged in various projects to maximize the work accomplished, establish a stewardship ethic among residents.

## **PCEI ROLES AND RESPONSIBILITIES**

- Recruit, interview and select qualified members in partnership with the sponsor
- Facilitate pre-service orientation for members and supervisors and monthly trainings in personal and professional development
- Manage member payroll, benefits and fiscal reporting
- Ongoing support via team meetings, site visits, evaluations

## **OVERVIEW**

- *Costs and Commitments*
  - \$8,100.00 Cash Match contribution for full-time member
  - In-kind contribution of \$3000.00 for full-time member
  - An experienced and committed supervisor
  - A work space designated for the AmeriCorps member
- *Quality of Project*
  - Does your project meet an environmental need as well as have a community involvement component?
  - **Does your project involve environmental education for community members and/or**
  - **Does your project involve hands-on restoration activities?**
  - Will your project engage local volunteers?
- *Organizational Capacity*
  - Is your organization a public school, nonprofit or government agency?
  - Is your organization based in the State of Idaho? Will the member activities take place in the state of Idaho?
  - Who will be the supervisor? Do they have the time, ability and project expertise to effectively mentor and supervise a member?
  - Do you have appropriate workspace and resources for the member to carry out the project?
- *Evaluation*
  - How will you determine if your placement is successful? We will ask you to address the strategies by which your members will succeed in achieving identified outcomes.
- *Sustainability*
  - What is your long-term plan or vision for the project?
  - Who will take on the project after AmeriCorps support has ended?
- *Staff Displacement*
  - AmeriCorps members will not displace or replace staff within your organization.

## **PCEI AMERICORPS FACE SHEET**

Contact information for Partner organization	
Legal applicant or Partner organization: (Organization responsible for contract)	
Address:	
Primary Contact:	Title:
Phone:	Fax:
Email:	
Alternative address (if applicable, e.g., during school vacation):	
Phone:	Email:
Contact information for site supervisor (if different than above)	
Service Site: (Location where the Member will serve)	
Address:	
Supervisor:	Title:
Phone:	Fax:
Email:	
Contact information for legal contract signer	
Legal signer:	Title:
Address:	
Phone:	Fax:
Email:	
Contact information for person responsible for receiving contract (if different from legal contract signer)	
Name:	Title:
Phone:	Fax:
Email:	
Contact information where finalized contract should be sent (if different than legal contract signer)	
Name:	Title:
Address:	
Phone:	Fax:
Email:	
Contact information for individual who should receive billing	
Name:	Title:
Address:	
Phone:	Fax:
Email:	

## ***SPONSOR/SITE REQUIREMENTS***

1. You must fall into one of the following categories as a sponsoring organization. Please indicate your organization type:

- 501(c)(3) community-based organization
- School, school district or educational service district
- Government agency (city, county, regional, state or federal)

2. Number (and type, i.e., full-time or part-time) of member slots for which you are applying. We are awarded 14 full time slots. It is possible to convert a full-time slot to a half-time slot after we receive confirmation of funding. If you are ONLY interested in a part time slot, please indicate so, but if you are willing to host either full-time member or half-time member please note that.)

- One Full-time (1700 hours)
- Two Full-time
- One Part-time (900 hours)
- Two Part-time
- Other? \_\_\_\_\_

3. Has your organization hosted an AmeriCorps member before?  Yes  No How many years?

4. Has your organization hosted a PCEI AmeriCorps member before?  Yes  No How many years?

5. Is your organization completing:  New Applicant Proposal  
 Continuing Proposal (if you currently are hosting a PCEI AmeriCorps member.)

6. If you are selected as a sponsor, your member will have access to which of the following resources for service activities (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Telephone/Voicemail    | <input type="checkbox"/> Email address                        |
| <input type="checkbox"/> Computer               | <input type="checkbox"/> Fax machine                          |
| <input type="checkbox"/> Internet access        | <input type="checkbox"/> Office space (report square footage) |
| <input type="checkbox"/> Other (please specify) |   |

7. If you are selected as a sponsor, is the site where the member will serve accessible to people with disabilities?

- Yes  No

If no, explain:

8. If your 2018-19 proposal includes any new projects or activities, please mark any or all of the below applicable focus areas and provide a brief explanation of what they would do to address these objectives. Add any additional areas particular to your organization's proposed project/s.

Sustainability Issues (in what areas?) and/or Sustainable Planning

Energy and Water Efficiency and/or Resource Conservation

Environmental Education

Healthy Watersheds

## Drug-free Workplace

I certify that \_\_\_\_\_ has an active Drug-Free Workplace Policy.

## Non-Discrimination Policy

I certify that \_\_\_\_\_ has an active Non-Discrimination Policy.

## Acknowledgements

We understand that full-time PCEI AmeriCorps member must serve a minimum of 1700 hours of service. We understand that PCEI will provide members with required activities and trainings (such as monthly member meetings, conferences, and required Service Days.) These activities will take the AmeriCorps member off their direct service site. The number of hours will vary but at least 50 hours could potentially be spent on required AmeriCorps related activities.

## Assurances

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, has not violated a Federal criminal statute, and has the institutional, managerial, and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management, and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- Will keep such records and provide such information to PCEI or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.
- Will comply with the **non-displacement rules** found in section 177(b) of the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps Member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps Member shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an

employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

- Service activities must not duplicate routine staff functions, nor will they include administrative duties that support general organization goals, e.g. clerical, janitorial, or data entry. Administrative duties that support the project goals are allowable. If in doubt, please ask for clarification.
- Will comply with National Service Criminal History Check policy. PCEI AmeriCorps will conduct a fingerprint background check for all members, as well as a name-based check and a check of the National Sex Offender Registry. This policy is implemented by the Corporation of National and Community Service. You may conduct your own background check but it cannot take the place of ours in most cases. If your member will have recurring access to vulnerable populations, (children, persons age 60 and older, and people with disabilities) they will not be allowed to serve those populations without accompaniment by someone who has had a background check (such as a supervisor who has been cleared by their own organization's processes) until their check has come back and they are cleared. We will require proof of the background check of the person accompanying, as well as documentation of details of the occurrences in which they are being accompanied. Supervisors will complete an Accompaniment Form that acknowledges this requirement. This form will be placed in the Member's file until they have successfully cleared all required checks. The federal law prohibits an individual from serving in national service program in four situations:
  - The individual refuses to consent to the criminal history check.
  - The individual makes a false statement in connection with the criminal history check.
  - The individual is registered or required to be registered as a sex offender.
  - The individual has been convicted of murder as defined by federal law.

The PCEI AmeriCorps program has the discretion to decide if the results disqualify an individual from service. If your organization has particular requests for additional or alternative reasons for disqualifying an applicant for service, please write the details here.

- Will comply with all other Prohibited Activities related to AmeriCorps Member service.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;



h. Providing a direct benefit to:

- i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. 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
  - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
  - j. Providing abortion services or referrals for receipt of such services; and
  - k. Such other activities as 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 while doing so

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgements, Certification and Assurances sections above.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **In-Kind Match Contributions**

In order to emphasize the partnering and community support of AmeriCorps programs, the Corporation for National and Community Service requires programs to obtain a certain percentage of *in-kind* contributions toward members' service. This is in addition to the *cash match* described in the following sections.

We require each site to commit to and to **provide documentation** supporting:

- A minimum of \$3,000 total in-kind contribution per full-time AmeriCorps member position (or \$1500.00 per part-time member.) It is not uncommon for sites to provide much more than these minimums.

-AND-

- A minimum of 3-5 hours per week of supervisor/other staff time toward working with PCEI AmeriCorps member. (While we expect this commitment of time, we do not count these hours in the above \$3000.00 requirement because of restrictions on our budget.)

Allowable in-kind contributions include those expenses a site incurs in support of the member's service. Examples of in-kind contributions include:

Can be reported annually (or divided for monthly reporting):

- The cost of room/space and utilities
- Equipment use (computers, copiers, fax machines, etc.)

Reported monthly or quarterly:

- Copies, postage, other incidentals and supplies
- Purchase of curriculum related to member's service
- Travel and training your site provides for the member

During the course of the year, these in-kind contributions are documented on an in-kind contribution form, which covers equipment and facilities. The Sponsor fills out these forms on a monthly or quarterly basis.

Please indicate your organization's ability to meet the in-kind match requirements:

- Yes, we are willing to commit to providing a minimum of \$3000 (full-time) in-kind match or \$1500 (part-time) toward the support of hosting a PCEI AmeriCorps member.
- No, we are unable to meet this in-kind match requirement. Please explain below:

## Cash Match Contribution

A cash match is required to host a PCEI AmeriCorps Member. Please indicate your organization's ability to meet the following match requirements and funding source.

- \$8,100.00 per full-time member X the number of members.  
(Full-time members serve a minimum 1700 hours.)
- \$4,300.00 per part-time member X the number of members.  
(Part-time members serve a minimum 900 hours.)

Are these funds:

Local or state public funds?

Source? \_\_\_\_\_

Private funds?

Source? \_\_\_\_\_

Other? (please describe)

It is required that we document all sources of cash match funding. Please provide the source of your cash match, including a list of community partners who may be providing cash or in-kind contributions toward this position(s):

Some **federal agencies** can match AmeriCorps positions. If you are utilizing a federal financial source, please provide documentation from the federal agency indicating that their funding can be used as a cash match for AmeriCorps positions. The Department of Education and Department of Interior have authorized the use of their funds for the AmeriCorps cash match.

### Please note:

If an AmeriCorps member does not complete his/her term with the sponsoring organization, PCEI *may* charge the sponsor a pro-rated amount through the end of the month that the member leaves, depending on when the member terminates or is terminated.

The host agency *will not* be eligible for any refund of its cash match funds upon early termination of a member if member terminates after 5 months of service, if serving an 11-month term, or after 2 ½ months if serving a 5 ½-month term.

For a cash match amount of \$8,100.00, if the member has served less than half of their term a prorated amount up to \$7,100.00 will be reimbursed. For a cash match amount of \$4,300.00, if the member has served less than 2 1/2 months, a prorated amount up to \$3,300.00 will be reimbursed.

Placements terminated due to the sponsoring organization being out of compliance will not be refunded.

# **NEW APPLICANT PROPOSAL NARRATIVE**

**Directions:** Answer the questions below in the order they appear. Limit narrative to six pages, single spaced 12 pt. font.

*(If you are currently hosting a PCEI AmeriCorps Member, and if there are changes from your previous application to this one, please update your answers to questions to the following questions, using your previous proposal as a guide. Otherwise please proceed to the **Continuation Proposal.** )*

If you are requesting more than one member, and if the service activities are the same for each requested position, **please note that here.** If the service activities are different, please submit responses to the following in 2 separate documents.

## **Organizational Capacity**

1. Describe your organization's mission and long-term vision.
2. Describe your organization's history and qualifications for successfully planning and executing this project.
3. Describe the population you serve.

## **Member Development and Support**

1. How is the proposed AmeriCorps project not a current or former staff position?
2. Describe how your organization will provide direction and support to your Member in the following areas:
  - a. Orientation: Please provide a brief explanation of your plan for orienting your member to your organization and the community.
  - b. Supervision: Who will provide weekly mentoring and supervision? What makes this person qualified to do so?
  - c. Space: Describe the space your Member will occupy. Where is the supervisor in relation to their workspace? Who else will occupy space near the member?
  - d. Onboarding: What is the plan for orienting your Member to the organization and communities you serve?
  - e. Retention: How will you resolve problems that occur on the job, encourage your member to complete their entire term and prevent member dropout?
  - f. Risk Management: What are your safety procedures? How they will be communicated to your Member?
  - g. Professional Development: What professional experiences will your Member gain from this position?
  - h. **Training**: PCEI AmeriCorps will provide some training, such as Pre-Service Orientation, core skills training, and the Serve Idaho Conference, as well as monthly team "meetings" which will cover topics such as citizenship skills, conflict resolution, civic engagement/service learning, etc. Host sites will provide ongoing, site-managed tutor and/or mentor skill training. Please briefly describe what additional types of training you plan to provide for your member throughout the year of service. Please describe how you will document the member's increased confidence and skill set developed through training provided at your site. (For example, Member performance evaluations, self-reports by members following training/conference, and so on.) Would any of those trainings be available to other Members?

## Quality of Project

1. Describe the compelling community need your program will address and why it is not presently being addressed within your current program. Provide sources of all statistics.
2. How will being awarded an AmeriCorps Member address this need?
3. PCEI AmeriCorps' goal is for AmeriCorps members to engage their communities in Sustainable Community Planning and Conservation through education and hands-on experience. It is our priority to conduct this work through Civic Engagement and Service Learning. Please describe how you will support the use of Civic Engagement and Service Learning activities by your AmeriCorps member.
4. During the first month of the placement, you and your selected member will be required to develop a timeline, which includes project goals, activities and desired outcomes. Please provide a very *general* timeline. This will be a working document and details and changes can be made as the placement continues.

## Commitment to Support Our Communities

**Volunteer Recruitment:** A requirement of our grant from the Corporation for National and Community Service is that all AmeriCorps members are to recruit and train volunteers to serve their communities. We, as the AmeriCorps program, will require them to involve themselves in a volunteer recruitment process at some point during their service terms. Host sites are also asked to find some way of involving them in this process at the host site, perhaps by training volunteers in sustainable planning methods or enlisting them in helping with project site events and activities.

- How will volunteers from the community be involved in supporting this project?
- What is the plan for recruiting and engaging volunteers representing the diversity of your community?

**Community Service:** A requirement of our grant from the Corporation for National and Community Service (CNCS) is that all AmeriCorps members are involved in developing community resources by planning and facilitating a minimum of three community service projects during the year. The PCEI AmeriCorps Placement Coordinator will work with the members to choose 3 National Service Day projects in which they will participate, and help them plan projects. Projects that Members have participated in in the past include Make a Difference Day, Martin Luther King Day, Earth Day, and Idaho at Play.

- To what extent do you see your site contributing or participating in these kinds of community service projects?
- List potential and/or current partnerships within your community with which your member may develop contacts and collaboration on projects.

## Sustainability

PCEI AmeriCorps expects your project to be sustained beyond the Member's term of service.

1. How does this project fit into your organization's strategic plan?
2. How will the member's major activities contribute to the sustainability of the project?
3. What is the organizational plan for sustaining the project in the future without the support of an AmeriCorps member?

## Evaluation

1. What are potential project activities?
2. Who will directly benefit from each major project activity?
3. What evaluation tools will be used to measure the success of each activity?

**Performance Measurement:** PCEI expects sponsors to assist members in meeting certain project outcomes. These include but are not limited to: community outreach and education in the areas of sustainable community planning and conservation. Members will be responsible for tracking and submitting reports to PCEI on a regular basis. You will be expected to assist members in completing these forms. (**See Performance Measure section on page 17.**) We will provide questionnaires quarterly to aid in this process.

## **CONTINUATION APPLICANT PROPOSAL NARRATIVE**

This section is for organizations who currently have an AmeriCorps member and are applying again for the coming service year. If there are changes from your previous application to this one, please update your answers to questions on the preceding pages, using your previous proposal as a guide.

1. Describe the project you propose for this term, if different than last. How will another Member advance the project to the next level?
2. Tell us about the successes and challenges you experienced in the current year. How will you build on successes and overcome challenges?
3. What types of volunteers will be needed to support the next phase of the project? How will your Member identify and recruit these volunteers?

## **PERFORMANCE MEASURES**

**(Both new and continuing applicants must complete this section.)**

If your organization is awarded with a Member, **our expectation is that your goal will be to achieve the deliverables you propose below, thus contributing to our proposed outcomes.**

Each Member will be required to track and report on their performance throughout their service term, so it is not only important to be realistic with the goals you propose, but also to develop a strategy early on by which your Members can collect the data successfully and accurately. Please don't hesitate to contact us should you have questions or concerns about your proposed outcomes.

**Important:** All applicants must choose the Volunteer Engagement Category, and may choose one or more of the remaining categories (Environmental Education and Outreach and/or Enhancement and Protection of Natural Resources).

### **VOLUNTEERS ENGAGED (all applicants complete this section)**

- Number of new and returning volunteers recruited over course of member's service \_\_\_\_\_
- Estimate the number of returning volunteers \_\_\_\_\_ **(optional)**
- Number of volunteer hours \_\_\_\_\_
- Number of volunteers who report a satisfying experience \_\_\_\_\_
- Tools and instruments used to capture this data \_\_\_\_\_

### **COMMUNITY MEMBERS EDUCATED AND ENGAGED IN ENVIRONMENTAL STEWARDSHIP**

- *PCEI AmeriCorps Program proposed **Output/Intervention**: AmeriCorps members will interact with a total of 12000 people through approximately 100 community level projects during the course of the service year, in order to educate and engage them in environmentally conscious practices.*
  - **Proposed instruments** to count numbers of individuals: Sign-in sheets, including first and last names so that duplicate counts are avoided.
- *PCEI AmeriCorps Program proposed **Outcome**: 3000 of the 12000 individuals will have increased knowledge in this area.*
  - **Proposed instruments** to count numbers of individuals with increased knowledge: Pre and Post Surveys. (PCEI staff will assist you in designing appropriate and allowable instruments.)

#### **Your Goals:**

- Total number of new and returning community members educated (Output) \_\_\_\_\_
- Number of Environmental Education activities delivered (ex. presentations, classes, outreach efforts, meetings etc.) \_\_\_\_\_
- Number of community members with increased knowledge and/or skills (Outcome) \_\_\_\_\_
- Instruments used to capture this data \_\_\_\_\_



## ENHANCEMENT AND PROTECTION OF NATURAL RESOURCES

- *PCEI AmeriCorps **proposed intended Outcomes**: 50 acres of land treated and 30 acres of land improved.*
  - *Treating can include: Removing invasive species, creating/enhancing riparian buffer, planting trees/shrubs, thinning for habitat enhancement and reduced fire danger.*
  - *Improved can be: Restored to reduce human impact, reduced impact of natural disasters, removed invasive species, created new trail, protected flora and fauna.*
  - *Improvement should be consistent with accepted natural resource restoration plan.*
- *Instrument: Tracking document or survey from entity owning land and signed confirmation of work done.*

### Your Goals:

- Number of acres of land treated \_\_\_\_\_
- Number of acres (ex: .25, .5, 1.75) improved \_\_\_\_\_

## ***POSITION DESCRIPTION***

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Please submit separate position descriptions for each position you are requesting, unless the service position activities are exactly the same, then note that and only provide one. (If you are a returning site and this is the same position as your previous one, please attach your previous position description.)

Host sites must develop member position descriptions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of the AmeriCorps member. If you are submitting a continuation proposal, please make any needed revisions and attach the final version of the position description from the current year. 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 sufficient opportunity to make up missed hours. PCEI AmeriCorps program staff will work with host sites in regard to missed hours.

The information you provide is essential for recruiting diverse, qualified candidates. We encourage you to make it compelling and detailed. Please use the headings below to assist you in putting together your position description. (We have completed the sections specific to the PCEI AmeriCorps Program.)

### **PCEI AmeriCorps Program**

PCEI provides leadership and professional experiences to AmeriCorps members by partnering with local organizations that address critical needs in the areas of Sustainable Community Planning and Conservation.

### **Position Title:**

### **Project Sponsor:**

### **Project Summary:**

### **Essential Functions: (Please list functions specific to your site)**

### **Position Requirements (Please list additional functions specific to your site)**

- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

- A cooperative manner and the ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.

AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. In other words, you can blend summer, part-time and full-time service positions and receive awards as long as the combined service terms don't exceed two full terms. You can also serve additional terms but will not receive an additional education award.

**Member Qualifications (Please list qualifications desired specific to your site.)**

**Member Benefits Include (Please list any benefits specific to your site.)**

- A taxable, monthly living allowance (\$12,530.00/full-time member, or \$6,265.00/part-time member, paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$5,775.00 for a full-time position or \$2887.50 for a part-time position. The education award 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.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify. Part-time members not working in a full-time capacity (40 hours/week) do not qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.

**Project Location and/or Transportation Needs:**

**Dates of Service:** Full-time: 11 months, between September 2018 and August 2019 (These dates are approximate. Part-time: 5 ½ months at approximately 40 hours/week, or position can be spread out over 11 months on an alternate weekly schedule. Dates may be flexible.

***The Palouse-Clearwater Environmental Institute AmeriCorps host site selection is contingent upon continued funding from the Corporation for National and Community Service.***

I have read the attached instructions, provisions and requirements of a PCEI AmeriCorps host site and agree to perform all actions and support all site responsibilities listed in the site provisions and requirements attachment.

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_  
Host Site Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Printed) if different from above: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For general questions about AmeriCorps, PCEI or our recruitment process, please contact:

Joan Alexander, AmeriCorps Placement Coordinator  
Palouse-Clearwater Environmental Institute  
P.O. Box 8596  
Moscow ID 83843  
208-882-1444 (phone)  
jalexander@pcei.org  
<http://www.pcei.org>

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PCEI is an equal opportunity employer, and does not unlawfully discriminate on the basis of Ethnicity, race, age, gender, gender identification, gender expression, sexual orientation, national origin, income, educational background, work experience, appearance, relationship or family status, political affiliation, religion, or the presence of any sensory, mental or physical disability. If you believe that you or others have been discriminated against, or if you want more information, please contact us.