

JustServe AmeriCorps 2010-2011 Site Application Information Packet

Table of Contents	Page
About AmeriCorps	1
General Requirements for AmeriCorps	1
Solid Ground Mission, Vision & History	2
JustServe AmeriCorps Mission, Vision & History	2
JustServe AmeriCorps 2010-2011 Service Objectives	2
JustServe AmeriCorps Member Commitment & Benefits	4
JustServe AmeriCorps Site Commitment	4
2010-2011 Site Selection Criteria	5
2010-2011 Site Selection Process and Timeline	5
Required Application Materials	7
Tips: Developing the Member Work Plan (Part A)	7
Tips: Developing the Member Position Description (Part B)	8
Tips: Answering the Supplemental Questions (Part C)	8

About AmeriCorps

AmeriCorps is a national initiative that engages people of all ages and backgrounds in strengthening America's communities through service. Each year, more than 70,000 AmeriCorps Members provide intensive, direct service to address our nation's educational, environmental, public safety and human services needs. AmeriCorps Members make a powerful impact in their community while gaining job experience, training and skills for a lifetime of public service. The motto of AmeriCorps is "Getting Things Done". To learn more about AmeriCorps, go to: www.americorps.org.

General Requirements for AmeriCorps Projects

AmeriCorps participants must be engaged in projects that provide a direct, demonstrable benefit that is valued by the community. The work must make discernable, helpful changes that build community strength.

In all cases, AmeriCorps service activities must result in a specific, identifiable service or improvement that: *a)* otherwise would not be provided with existing funds or volunteers, and *b)* does not duplicate the routine functions or workers or displace paid employees. Activities that do not provide a direct benefit to the community (for example, clerical work or research) may only be performed in support of a direct service, and such activities may not be the primary service activity.

For a list of activities that are prohibited to AmeriCorps Members by Corporation for National and Community Service, please see the JustServe AmeriCorps 2010-2011 Site Placement Agreement or Member Contract.

Solid Ground Mission & Vision

Solid Ground (formerly, the Fremont Public Association) is a multi-service, community action agency dedicated to working for a just and caring community, free from poverty, prejudice and neglect.

We work toward that mission by: ~Developing and providing creative, comprehensive and effective responses to our community's needs; ~Offering quality human services in a manner that promotes dignity; ~Advocating for public policies and private initiatives that give all people equal opportunities and resources; and ~Supporting the efforts of others who share our vision of community.

We believe that...

- Our community has the resources, will and ability to end poverty.
- All people have the right to food, shelter, social justice and opportunities.
- Racism perpetuates poverty. To end poverty, we must undo racism.

Our nearly 30 food, housing, transportation and advocacy programs directly assist more than 38,000 households throughout King County each year. Our National Service programs extend that impact, helping more than 100 local nonprofits, faith-based organizations, schools and public agencies to increase their capacity, pilot new initiatives and mobilize youth and adults of all ages to work for positive change in their community.

JustServe AmeriCorps Mission, Vision & History

JustServe AmeriCorps works for a just and safe community by engaging national service volunteers in community-driven, anti-violence anti-poverty efforts throughout Seattle/King County.

We partner with community-based organizations, faith-based organizations, schools and criminal justice system agencies throughout Seattle/King County to:

- ✓ Engage national service Members in intensive, effective, direct service to end poverty and violence in our community; and
- ✓ Help national service Members gain experience, training and skills for lifelong service to their community.

Founded in 1994, JustServe AmeriCorps was originally one of five community policing/youth violence prevention pilot programs funded by the Department of Justice nationwide...thus the name! Today, JustServe is funded by an AmeriCorps*State Competitive grant sponsored directly by Solid Ground, with major partnership from the Seattle Police Department.

JustServe AmeriCorps is committed to: ~Undoing racism and other systems of oppression that perpetuate poverty and violence in our community; ~Utilizing National Service to meet local community needs; ~Enriching individual and community life; and ~Accountability to the community we serve. We strive toward these values in every area of our work: developing and selecting project sites; recruiting, interviewing and hiring Members; and supporting Members in service to the community.

JustServe 2010-2011 Service Objectives

In the 2010-2011 national service year, JustServe AmeriCorps will coordinate the placement of 32 full-time AmeriCorps Members within approximately 15 different nonprofit organizations, faith-based organizations, schools and criminal justice system agencies working to end violence and poverty throughout Seattle/King County. Each individual JustServe AmeriCorps Member Work Plan must work toward one or more of the following JustServe AmeriCorps corps-wide service priorities/performance measures:

1) *Prevention & Intervention for Disadvantaged Youth:*

- a) Throughout the AmeriCorps team, Members will provide leadership development, conflict resolution skills, service learning activities, mentoring and/or support groups for more than 345 youth county-wide, at risk of involvement in violence and/or incarceration. This includes low income youth, youth involved in the juvenile justice system, youth in foster care and youth with incarcerated parents. Performance Measures: As a result of these activities, more than 70% of the youth will gain up to 10 external Developmental Skills and Assets, which have been identified as protective factors for involvement in violence by the Search Institute. In addition, more than 60% of the youth will gain between 10 and 20 external DSA's, more than 70% of youth will gain up to 10 internal DSA's and 60% will gain between 11 and 20 internal DSA's--which further reduce the likelihood of youth involvement in violence. Evaluation tool: "Youth Skills & Assets" survey (administered to the youth) and "Member Assessment of Youth" (administered to the Member) at the end of the AmeriCorps service year.
 - b) Throughout the AmeriCorps team, Members will also provide violence prevention education to more than 825 disadvantaged youth, county-wide. Performance Measures: More than 70% of youth receiving violence prevention education from AmeriCorps Members will report that they gained skills and information to prevent violence to themselves or others in the community. More than 60% will report that they plan to take action in the next month, to use these new skills. Evaluation tool: "Violence Prevention Education" survey, administered to the youth at the end of the workshop/presentations.
- 2) ***Victim Advocacy:*** Members working at Seattle Police Department Victim Support Team Program and other victim advocacy programs will provide crisis intervention, safety planning and advocacy to more than 250 victims of domestic violence involved in the Criminal Justice System. Performance Measure: More than 75% of victim/survivors will gain two or more community resource referrals to help increase their safety. More than 75% of victim/survivors will report that they are more able to plan for their safety, as a result of services from the AmeriCorps Member. Evaluation tool: "Victim/Survivor" survey, administered at the end of advocacy services.
- 3) ***Re-Entry Support:*** Members working at the Village of Hope and other community-driven re-entry support organizations will provide culturally appropriate resource referral, mentoring and support to more than 100 adults returning to the community after incarceration. Performance Measure: More than 60% of returnees will report that their stability in the community has increased, as a result of support from the AmeriCorps Members. Evaluation tool: "Re-Entry Support" survey, administered at the end of re-entry support services.
- 4) ***Community Court:*** Members working at the Seattle City Attorney's Office will lead and supervise community service activities (as alternative to incarceration) for more than 600 adult defendants with low-level misdemeanors. Performance Measure: Among these defendants, recidivism will decrease to 32%, and 50% of defendants will make contact with one or more social service providers. Evaluation tool: Data collected by the Seattle City Attorney's Office/Municipal Court, provided to Solid Ground.
- 5) ***Volunteer Mobilization:*** Members throughout the AmeriCorps team will recruit, train, support and mobilize more than 450 community members (of all ages) to get involved in violence prevention efforts throughout Seattle/King County. Over 25% of these volunteers will be baby-boomer aged individuals (born between 1946 and 1964). Performance Measures: Volunteers mobilized by JustServe Members will contribute more than 5,000 hours of service and leadership to local violence prevention efforts, by the end of the 2009-2010 AmeriCorps service year. More than 60% of community volunteers generated by JustServe Members will report that they plan to continue to volunteer in this or other public safety or social justice work, beyond this year. More than 80% of host sites will report that Member mobilization of volunteers helped to strengthen their public safety work.

Evaluation tools: “Volunteer Generation” survey, administered to community volunteers by the end of the AmeriCorps service year. “Impact Assessment” survey, completed by Site Supervisors by the end of the AmeriCorps service year.

JustServe AmeriCorps Member Commitment and Benefits

JustServe AmeriCorps Members commit to serving full-time, at least 40 hours/week, for a minimum of 1700 hours, over an 11-month service term from September 2010 to July 2011. This schedule allows for approximately 8 office holidays and 15 personal (vacation or sick) days during the AmeriCorps term. Approximately 80% of the Member’s time is spent at the placement site placement and 20% of the Member’s time is spent in activities with the AmeriCorps team.

All JustServe AmeriCorps Members must complete a Paperwork Enrollment Session at Solid Ground before the end of August 2010. Members must present a social security card and other identification documents required by the Corporation for National and Community Service to demonstrate U.S. citizenship, national or permanent resident status at that time.

All Members must attend the JustServe AmeriCorps Team Orientation during the first two weeks of September 2010. In addition, all Members must participate in weekly (fall 2010) and biweekly (January to July) Friday team meetings, three National AmeriCorps Days of Service (September 2010, January 2011 and April/May 2011) and two overnight team retreats (one in the fall and one in the spring).

In exchange for the 11-month term of service, Members receive a living stipend of \$1,072/month. Members also receive a \$5,350 post-secondary educational award on completion of the AmeriCorps term. Health insurance coverage is provided for the Member, if needed. Limited childcare benefits are also provided, if income eligible and the Member does not receive other government childcare benefits. The AmeriCorps stipend is not counted in calculating eligibility for DSHS Basic Food benefits.

Solid Ground is unable to provide transportation assistance to Members in the 2010-2011 service year. However, sites may provide Members with bus passes, mileage reimbursement or other transportation assistance throughout the AmeriCorps term.

JustServe AmeriCorps Site Commitment

Project sites commit to provide day-to-day supervision of the JustServe AmeriCorps Member, assist with Member recruitment, submit required AmeriCorps reporting and provide a financial match toward the cost of the JustServe AmeriCorps program.

Financial Match:

The financial contribution from sites for the 2010-2011 service year is **\$13,000** per Member.

A limited amount of funds are available to provide reduced financial match amount for very effective, grassroots community-driven projects that make a significant contribution toward our 2010-2011 AmeriCorps service objectives/federal grant goals. If your site is unable to host a Member (or unable to host as many Members) without a significantly reduced rate, please describe your need and the amount that you can contribute per Member in Part C “Supplemental Questions” of your site application. We encourage sites to host as many Members as possible, as Members tend to be more successful with at least one site partner.

Billing is spread over the service year with the majority of the financial match invoiced in September, remainder in February and May. If your site requests a special billing plan for the financial match, please describe in Part C “Supplemental Questions” of your site application.

Member Supervision:

Each site must designate a Site Supervisor who will be responsible for providing ongoing supervision to the Member throughout the service year (including: ensuring that Members follow CNCS and Solid Ground service rules). This includes at least weekly check-in meetings to coach and monitor the Member in their work performance. Sites must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified Members. Sites must also comply with Solid Ground's equal opportunity and anti-oppression policies in Member hiring and supervision. Site Supervisors must keep Solid Ground informed of any work performance problems on the part of the Member. Site Supervisors are also expected to work with Solid Ground to address and resolve conflicts, if they arise, to help the Member successfully complete the full service term. Site Supervisors also participate with Solid Ground in formal and informal Member appreciation activities throughout the service year.

Site Supervisors review and sign biweekly Member Timecards/Reports, and submit quarterly Site Progress Reports and Member Performance Evaluations to Solid Ground throughout the service term. Site Supervisors also attend two, mandatory orientation meetings with Solid Ground before the start of the service year (May 2010 and August 2010) and work with Solid Ground to finalize Member Position Descriptions and Work Plans by May 2010.

Member Recruitment:

A significant amount of Member recruitment happens through our sites. Sites are expected to use their agency contacts (including grassroots, word of mouth outreach) to advertise their specific Member position and the list of all 34 positions available in the full JustServe AmeriCorps team. Solid Ground will staff informational tables at some job fairs and community events throughout the summer recruitment season; we ask our site partners to help us get the word out at additional events. Solid Ground will prepare general flyers and promotional materials about service in our team; we are available to work with sites to develop additional, site specific materials.

The AmeriCorps interview process has two parts: a general interview for AmeriCorps eligibility at Solid Ground, and a project-specific interview at the site. Site Supervisors are expected to review Member applications forwarded from Solid Ground, conduct site-specific interviews and submit applicant rankings to Solid Ground throughout the summer recruitment season, until the Member is hired.

For a complete description of site and Site Supervisor commitment and responsibilities, please see the JustServe AmeriCorps 2010-2011 Site Placement Agreement.

Site Selection Criteria

Solid Ground staff will review and select Member site placements based on the following criteria, with guidance from the JustServe AmeriCorps Community Advisory Board:

- Impact on racism, violence and poverty: Does the proposed Work Plan address a clearly documented trend of violence in our community, which affects low-income youth, families or individuals? Are the AmeriCorps Members active in undoing racism in their day-to-day service work? Does the proposed project increase safety, justice and opportunities for low-income people in our community?
- Accountability to the community: Does the proposed Work Plan tap into skills, leadership and experience of people from the community that is being served—including people of color and low-income people? Are people from the neighborhoods, families and communities impacted by the violence involved in designing and evaluating this project—including low-income people and people of color? Is this AmeriCorps position accessible to people who come from the community that is served (would community members be hired to do this work)? Does this AmeriCorps project help to

undo the institutional racism and classism prevalent in national service, by strengthening racial and economic diversity within the JustServe Member team?

- Fit with AmeriCorps Service Objectives/Priorities: Does this project contribute significantly to meeting JustServe's 2010-2011 corps-wide service objectives/performance measures?
- Strength of Work Plan: Is the Member Work Plan detailed, specific, concrete and realistic? Looking at the number of Members requested, is there enough (or is there too much) work for a full-time AmeriCorps Member to do, full-time from September 2010 to July 2011? Is the Member displacing any paid staff or current volunteers at the organization? (This is prohibited by CNCS.) Does the Member Work Plan contain any activities which are prohibited for AmeriCorps Members, by CNCS? (For a complete list, please see the 2010-2011 JustServe Site Agreement or Member Contract.) Does this AmeriCorps position require any special skills of applicants that cannot be developed through the training listed in the Member Work Plan? Is it realistic that the site could recruit an applicant who has the skills and experience required for this position?
- Strength of Member Supervision & Support: Does this organization have a unique mission and/or expertise that would make them likely to be successful in this work...including, having staff that can be a caring and skilled mentor to a national service Member? Does this site have the capacity to provide consistent, positive supervision to the Member? Does this site provide a dedicated workspace, and access to phone, internet and the other basic equipment and supplies required for the Member to do their work? Is this organization able to fulfill the basic JustServe AmeriCorps reporting requirements? Is this organization going through any major staff changes or other organizational transitions that could impact the Member's service experience? Can the organization provide the financial amount per Member needed?

Site Selection Process and Timeline:

- February/March 2010: JustServe AmeriCorps Team Leaders survey Members about their experience at current sites.
- Monday 2/22/10: *Site Applications due to Solid Ground.* Please submit all three parts of the site application (Work Plan, Position Description and Supplemental Questions) electronically to: justserve@solid-ground.org.
- February to April 2010: Solid Ground staff review site applications, contact sites if additional information is needed, work with the JustServe Community Advisory Board to select sites, and conduct any negotiations needed with sites about Work Plan or financial match.
- Tuesday 4/27/10: Publish the 2010-2011 Site List and contact wait listed* projects.
*If all 34 Member positions are not filled by mid-August 2010 hiring deadline, some slots in the team may be given to wait listed projects.
- Wednesday 5/5/10, 1:00pm to 3:00pm: *Mandatory meeting for all 2010-2011 project sites. Please mark your calendars now, for this meeting!* This meeting will include a Member recruitment strategy session and instructions for the 2010 Member hiring season. Signed Site Placement Agreements will also be collected at this meeting.
- Friday 5/28/10: Final versions of the Member Position Description and Work Plan due to Solid Ground. (No hiring offers can be made to AmeriCorps applicants until these materials are completed.)
- Wednesday 8/11/10, 10:00am to noon: *Mandatory meeting for all project sites.* This meeting will focus on preparing for Members' arrival at your site and supporting Members in their service year.

- Friday 8/20/09: **Hiring deadline for all sites.** After this date, Member slots will be filled first come, first served among a pool of original list and wait listed sites. ***Sites are no longer guaranteed the Member slot, after this date.***
- Tuesday 8/31/10: Deadline for all JustServe AmeriCorps Members to submit social security card and other CNCS-required identification documents.
- Wednesday 9/1/10, Thursday 9/2/10, Friday 9/3/10, Tuesday 9/7/10, Wednesday 9/8/10, Thursday 9/9/10 and Friday 9/10/10: JustServe AmeriCorps 2010-2011 Team Orientation—mandatory for all Members, 8:30am to 5:00pm each day.
- Tuesday 9/6/10, 2:30pm to 4:30pm: JustServe AmeriCorps Members make a short, afternoon visit and fact finding mission to their project site. Site Supervisors should be prepared to give Members a brief tour of their office and meet with the Members for at least one hour of this time to talk with the Member about your site’s mission and programs, your site’s office culture, and expectations for working together for the upcoming year. Member workspaces must be ready by this date. Please send the Member back to tomorrow’s day of Team Orientation with: the Member’s site phone number; the Member’s site email address; and brochures about your organization’s services to share with the rest of the AmeriCorps team.
- Monday 9/13/10: First full day for Members at their site. Sites will provide an on-the-job orientation and training to Members during the first week of Member placement. Orientation and training at some sites will extend beyond one week.

Required Site Application Materials

The JustServe AmeriCorps site application consists of three parts: a) Member Work Plan; b) Member Position Description; and c) Supplemental Site Application Questions. Please submit all three of these documents electronically to justserve@solid-ground.org by Monday 2/22/10.

Developing the Member Work Plan

Each Member Work Plan must address one or more of the 2010-2011 JustServe AmeriCorps service objectives: 1) Prevention & Intervention for Disadvantaged Youth; 2) Victim Advocacy; 3) Re-Entry Support; 4) Alternatives to Incarceration; and/or 5) Volunteer Mobilization.

In developing Member activities and client numbers for the Work Plan, please carefully review and align the Member’s service activities to our corps-wide service objectives and performance measures. Estimate your client numbers based on the minimum number of people that your Member will realistically be able to serve and that your organization will be able to survey for AmeriCorps reporting. Feel free to contact Solid Ground if you have questions about whether a project idea fits into JustServe’s 2010-2011 AmeriCorps service objectives and program evaluation requirements.

Under “Member Work Hours”, please list the specific days of the week and start/end times in the day when the Member is required at your site. This schedule should total 40 hours/week, with a 30-minute lunch break (that does not count for AmeriCorps service hours) each day. If your project requires any evening or weekend hours, please describe. The 40 hour/week schedule includes time spent in AmeriCorps team activities with Solid Ground.

Under “Site Based Training”, please list the topics that will be covered during the Member’s orientation at your agency in September 2010 (or in the following weeks) and later during the AmeriCorps term.

Developing the Member Position Description

Under “Summary of Project” please give a brief (one sentence) summary of what the Member will be doing at your site. This information will be used to develop corps-wide Member recruitment materials.

Under “Description of Activities and Responsibilities”, cut and paste in the same goals and activities that you listed in the Member Work Plan.

Under “Minimum Background Requirements” please list all of the basic skills and experience that you require, for Solid Ground to consider an applicant eligible for your position. This will help applicants self-select if they are a right fit for your project. Your minimum requirements will also help Solid Ground in screening applicants to send on to your site. Please note:

- The minimum age for AmeriCorps is 17 years old; however, sites may designate an older age requirement if it is essential to the Member’s work. (For example, a youth site might require that Member be significantly older than the youth that they will serve.) There is no maximum age for enrollment in JustServe AmeriCorps.
- In order to be eligible for AmeriCorps, applicants cannot have a murder conviction and must pass the National Sex Offender Registry Check. Applicants must also pass a state criminal records check for most JustServe AmeriCorps placements. If your organization is interested in developing a special supervised position for applicants that have a recent criminal conviction, please contact Solid Ground.

Under “Desired Skills and Experience” please list the skills and experience that would make someone an ideal applicant for your project. This will also help Solid Ground in screening applicants, to send on to your site.

* * *

If you have any questions about how to apply to become a 2010-2011 JustServe AmeriCorps project site, please contact JustServe Program Supervisor Tera Oglesby at justserve@solid-ground.org or 206-957-4779 ext. #110.

For more information about any of the national service programs of Solid Ground, including JustServe AmeriCorps, Martin Luther King Jr. VISTA Corps, Washington Reading Corps, Apple Corps or RSVP (Retired and Senior Volunteer Program), please go to: www.solid-ground.org.