



Request for Proposal (RFP) Guidelines **United Communities AmeriCorps**

Complete Proposals Due:
Wednesday, May 1st, 2024

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Application Timeline + Process

RFP Announcement	February 1, 2024
RFP Informational Sessions, Hosted on Zoom Register in advance for this meeting: https://us06web.zoom.us/meeting/register/tZwpdeGrqDwpEtSnOyq-d21cJ7xIOA8zOWD8	Tuesdays & Thursdays through March, from 11am to 12pm
Technical Assistance Deadline	April 29, 2024
Host Site Proposals Due	May 1, 2024
Project Proposal Review Period By advisory committee, staff, and national service members	May 2 – May 8, 2024
Notification of Status	May 10, 2024
Proposal Clarification & Revision Period Some acceptances may be contingent on clarification responses	May 13 – May 17, 2024
Positions Launch for Recruitment	May 22, 2024
Host Site Orientation/Training Required for all supervisors	June 3, 2024
Due: Memorandum of Understanding	July 1, 2024
Deadline to Recruit AmeriCorps Member	July 31, 2024
AmeriCorps Member Orientation with United Communities Staff	August 28 - August 30, 2024
Joint Member/Site Supervisor Orientation with United Communities Staff	August 30, 2024
Members first day at host site	September 3, 2024
Due: Cash Match	September 30, 2024

How to Apply

Process:

1. Visit www.ucancap.org/rfp and click on “United Communities AmeriCorps 2024-2025 RFP”.
2. Review the RFP Guidelines.
3. Download the application documents, which will be downloadable as either a .pdf or Word (.doc) file. Review the guidelines and gather all necessary information.
4. Complete the RFP application.
5. Compile any required supplemental documents for your application, as outlined in the Application Checklist at the end of the Host Site Application Form, and email them to ucamericorps@ucancap.org and Cc UCA program manager at erik.wood@ucancap.org.

Note of Changes:

- We have transitioned away from the use of ucamericorps.org & are now hosting relevant program information on www.ucancap.org/americorps.
- Host sites will be required to have a site supervisor and site mentor supporting the project. This will help ensure that potential staffing transitions do not negatively impact the service project.
- NSCHC Background checks are mandated for all host sites using their site supervisors & mentors time supporting the project as in-kind match.

Technical Assistance (Recommended for new partners)

We are eager to provide support and feedback on all aspects and stages of your application, including *one* read-through of a full draft if submitted for review prior to the technical assistance deadline. For assistance, reach out to United Communities AmeriCorps Program Manager, Erik Wood, by phone at 541-492-3919 or e-mail at erik.wood@ucancap.org.

RFP Info Sessions (Recommended for new partners)

UCA will be hosting weekly RFP info sessions through March. This is a great space to learn more about our program, the RFP process and what hosting a member project looks like.

These info sessions will be hosted through March on Zoom each Tuesday & Thursday from 11am to 12pm. To register, please use the link below.

<https://us06web.zoom.us/meeting/register/tZwpdeGrqDwpEtSnOyq-d21cJ7xIOA8zOWD8>

About United Communities AmeriCorps (UCA)

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.

www.nationalservice.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 United Communities AmeriCorps (UCA). 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, almost 50 years later, UCAN operates throughout Douglas and Josephine counties, with a staff of more than 250 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.

UNITED COMMUNITIES AMERICORPS (UCA)

Since 2009, United Communities AmeriCorps (UCA) has partnered with nonprofits, community and faith-based organizations, government agencies and schools in Coos, Curry, Douglas, Jackson and Josephine Counties offering the opportunity to sponsor an AmeriCorps member. Our members improve the organizational capacity of project host sites to deliver direct services within UCA 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 and monitored by OregonServes (www.oregon.gov/oregonserves). Host sites contribute a cash-match and document in-kind contributions (workspace, supervision time, and member training and support costs) toward the local match so that UCA may operate.

PROJECT PARTNERS

UCA has built dozens of partnerships since 2009. Each year, UCA 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 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 UCA 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.

SUPPORT PROVIDED BY UCA

UCA Staff will support Partners in the following ways:

- 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 Understanding (MOU) 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 UCA 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, 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 UCA members at quarterly meetings, and others as determined.
- Provide host site opportunities to partake in a Community of Practice.
- 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.
- Submit AmeriCorps grant applications to AmeriCorps.
- Maintain records required by AmeriCorps and UCA.
- Compile all site reports into a comprehensive report and submit to AmeriCorps within required timelines.
- Comply with federal laws and regulations and AmeriCorps 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.

UNITED COMMUNITIES AMERICORPS MEMBERS

United Communities AmeriCorps (UCA) 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. Members are passionate about addressing pressing social issues within UCA Focus Areas. AmeriCorps members commit to an 11 month term of service. AmeriCorps members service their country through community service, while developing their professional and leadership skills. Host sites must follow the Equal Employment Opportunity policies when recruiting and selecting AmeriCorps members.

HOW DO UCA MEMBERS SERVE?

Non-profit organizations, community or faith-based organizations, government agencies, and schools may apply to host a UCA 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 UCA/AmeriCorps sponsored trainings and activities, participate in National Service Days, attend quarterly regional meetings and have the opportunity to participate in optional development activities.

Full-Time Positions

- ❖ **1700 hours / 11 months**
- ❖ Start Date: End of August 2024
- ❖ ~40 hours/week

There will be 20 Member Service Year (MSY) spots reserved for the 11 month member placements. If UCA does not fill all 11 month slots by August, we will be opening up a separate RFP in October for 6 month positions starting in February. If a prospective host site submitted an application for the 11 month program and did not get a member, they may choose to use their existing application for our 6 month program.

MEMBER BENEFITS

Based on the type of position each member serves, they will receive a taxable living stipend that is distributed bi-weekly 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.

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*.

Living Stipend*	\$22,000
Education Award	\$7,395

*These figures are contingent on UCA's continued federal funding.

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

2. You understand that the Member position will address one of the following focus areas through Capacity Building efforts:
 - Education
 - Economic Opportunity
 - Healthy Futures

3. **A qualified site supervisor & site mentor** have been identified who will **oversee the Member for the entire service term**.

4. You understand that **ineligible service activities** include fundraising and advocacy for the overall organization. *Project-specific fundraising is allowable and requires pre-approval during service.*
5. Your organization has the following policies: **Drug Free Work Place, Non-Discrimination, and Workplace Harassment.** Organizations who have yet to implement these policies may still apply if they can show that they are working to develop & implement them.
6. Your organization will donate **the appropriate level of in-kind match.**
7. 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, organizations will incur a \$500 administration fee.
8. Your organization has **general liability coverage** and can submit proof (copy or certificate or letter of self-insurance) with the completed application.
9. Your organization will provide proof of **501c(3) status** with the completed application, if applicable.
10. Member will **not support general operational duties** (e.g. clerical, reception, janitorial, recess/lunch coverage).
11. Member will **not duplicate or replace** current or former staff.
12. Member will **engage volunteers to support service activities.**
13. Member and volunteers mobilized by this project will not engage in any of the **AmeriCorps Prohibited Activities.**

Cash + In-Kind Match

*per member

Cash Match:

- **Due September 30, 2024**

Type of Position	1700hr
Cash Match	\$11,000

In-Kind Match:

- A tracking form is provided by UCA and is submitted monthly with all accompanying receipts/documentation.

Type of Position	1700hr
In-Kind (minimum)	\$9,000.00

Documented in-kind match through:

- The supervisor's & mentor's time spent directly supporting their member and their service project. Fully loaded wage must be accurately calculated. (supervisors & mentors must pass NSCHC Background checks before documenting hours)
- Member's Workspace Value (usage of space, equipment, utility cost) Note: A professional space appraisal is required.
- Donated goods for member activities, project-related transportation and training expenses.

PLEASE NOTE: All agreements are contingent upon UCA receiving continued funding at the anticipated rate from AmeriCorps and the successful recruitment and placement of a member for the project.

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, 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 -
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. 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
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit.
12. Performing services or duties that have been performed by or were assigned to any:
 - a. Presently employed worker;
 - b. Employee who recently resigned or was discharged;
 - c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
 - e. Employee who is on strike or is being locked out.

13. 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.
14. 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 the 1700 hour term 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 UCA 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 UCA Focus Areas (required)

Outcome: The ratings for the 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 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 food insecurity; the opioid crisis; barriers to accessing medical care; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; improved health and wellness; 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 UCA requires to maximize the benefits of a service placement.

Throughout the service year, supervisors will be provided opportunities to develop a meaningful connection with other organizations and supervisors. These opportunities may include:

- Supervisor Orientation (May 3, 2024, in-person, required)

PROJECT OVERSIGHT - SUPERVISION

- Provide Member with an experienced and consistent site supervisor for the full term of service.
- Attend UCA Host Site Orientation to gain working knowledge of UCA 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 UCA sponsored events and professional development activities off-site.

PROJECT OVERSIGHT - MENTORING

- Attend UCA Host Site Orientation to gain working knowledge of UCA handbook & policies.
- Attend the joint orientation with your member.
- Be available on an as-needed basis to help clarify and answer questions.
- Provide additional supports such as opportunities for reflection & sharing additional programmatic/organizational knowledge.
- Ability to step into direct supervision of the member project if needed.

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 UCA for second interview and approval of selection.

MATCH REQUIREMENTS

- In-Kind minimum of \$9,000
- Cash Match of \$11,000

PROJECT SUPPORT

- Develop a well-defined, monthly project work plan with clear goals, activities and outcomes correlated to UCA 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 UCA 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.
- Consider youth to adult ratios, parental authorization forms, site permits, volunteer waivers, and emergency procedures.
- Teleservice request forms must be submitted for prior authorization before working remotely.
- All members must clear a multi-tier criminal background check by UCA. 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 position to a potential member.

REPORTING

- Read, sign and return the MOU within the specified timeframe.
- Participate in initial & end of service Site Visits with UCA Staff.
- Participate in mid-term & end of service Evaluations with the member using UCA forms.
- Submit monthly in-kind reports and documentation of In-Kind through supervision timesheets, member space allocation, and receipt of expenses to member.
- Provide members with the evaluation and tracking tools necessary to complete UCA monthly reports.
- Approve and submit members' monthly reports and timesheets.
- Other reports as requested.

Application Guidance

*All projects are contingent on UCA's continued federal funding.

All eligible partners are encouraged to respond to our Request for Proposals. UCA 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. UCA reserves the right to reopen the application process if not enough high-quality proposals are received.

QUALITY OF PROJECT + ORGANIZATIONAL CAPACITY

- Engages the member in service activities that correlate to UCA performance measures.
- Extends for the entire service term for full-time members.
- Addresses a significant, specific, unmet local community need for which there is limited funding.
- Enhances or increases the organization's ability to serve the community.
- Members' service is distinct from other jobs and does not duplicate functions or displace paid staff.
- Project does not include any AmeriCorps Prohibited Activities
- Position description adequately describes the member's service and will be useful for recruiting.
- Additional consideration is provided to small community and faith-based organizations and organizations located in communities that are underserved by UCA.
- 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, adequate support, and training for the member.
- Supervision plan is comprehensive
- The office or working space is sufficient for the member’s project.
- Organization has an adequate plan for recruiting the member(s). Previous experience with recruitment will be taken into consideration.
- 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.

EVALUATION

- Increased capacity building is key to the project.
- Project is aligned with UCA’s primary focus areas.
- Impact of the member’s service is directly attributable to the member.

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 should 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 national service participants.

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

There are two ways in which an applicant can apply this year.

1. Creating a profile and application through the MyAmeriCorps portal and applying directly to one of our positions. This option is best for national applicants.
2. Notifying the host site and UCA of their interest and providing a copy of their resume, cover letter, and at least two references. This option is best for applicants recruited locally or through your networks.

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 UCA 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

Our members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCA projects improve access to social services by bridging barriers to education, economic opportunity, healthy futures, and disaster services. 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 26, 2020 – July 31, 2021 (full-time; 11 months - 1700 hours)

POSITION TITLE

Nutrition Educator

PROJECT HOST SITE

Feeding Umpqua

PROJECT LOCATION

284 Kenneth Ford Dr. Roseburg, Oregon 97470

POSITION SUMMARY

The Nutrition Educator will support the following programs: Cooking Matters (a series of cooking class for low-income families and children), Food Hero at the Farmers’ Market (an activity program to incentivize youth to choose healthier foods offered in partnership with Oregon State University Extension Service), and the Outpost Mobile Food Center (a rural mobile pantry program where the member will help provide food demonstrations and samples to incentivize healthy choices).

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- **Cooking Matters:**
 - Recruit and support program volunteers.
 - Team-teach the program with other volunteers, discuss and coordinate equipment, purchase of supplies, and registration of program participants.
 - Help prepare, setup, and clean the classroom
 - Assist Cooking Matters' participants who need one-on-one assistance and model appropriate clean-up and equipment safety.
 - Lead nutrition education component of Cooking Matters course (or take on one of the other roles to help train/sustain project)
 - Develop and grow community partnerships
- **Food Hero at the Farmers' Market:**
 - Recruit and support program volunteers
 - In conjunction with OSU Extension service staff, plan and facilitate weekly activities for youth at the local farmer's markets.
 - Setup and maintain the Food Hero booth throughout winter and summer market seasons (Food Hero will require serving on weekends)
 - Manage the youth passport program giving youth a stamp for every market they attend.
- **Outpost Mobile Food Center**
 - Recruit and support program volunteers.
 - Work with OSU Extension Service to plan monthly food samples.
 - Provide samples at every stop on the Outpost's circuit on an at-least monthly basis.
- Conduct food demonstrations/cooking lessons at community organizations and events
- Implement and/or develop systems to inform Effective Volunteer Management Practices (EVMPs).
- Complete and submit all necessary UCA paperwork and reports in a timely manner.
- Attend and complete all UCA 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)

- Procure recognition and incentive items for program participants and volunteers
- Assist with fundraising efforts to support nutrition programming
- Assist with completion of reports to the Oregon Food Bank and granting agencies regarding program progress
- Assist in warehouse operations as time allows

POSITION REQUIREMENTS

- An independent, self-motivated, creative, and resourceful individual who enjoys cooking, healthy eating, and working with people of all ages.
- Experience and/or desire to facilitate and train others.
- Knowledge of the fundamentals of cooking, following recipes, and how to "troubleshoot" food production issues.
- Interest in recruiting and supporting volunteers.
- Strong organizational and time management skills.
- Customer service, interpersonal communication, and problem-solving skills.
- Willingness to work a flexible schedule.
- Excellent computer skills.
- Ability to obtain an Oregon Food Handler's permit or ServSafe for Food Banking Certification.

- 17 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 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

- Possess experience, skills, and knowledge of nutrition and cooking.
- Experience in event planning or coordination
- Working knowledge of Facebook, Twitter, Instagram, and YouTube
- Skills and experience with Windows Office programs
- Bachelor's degree in nutrition, education, or culinary arts. Equivalent work experience acceptable.
- Experience recruiting and supporting volunteers.

SERVICE CONDITIONS

- Member will work in an office environment, community spaces, outpost mobile trailer, and at the local farmers' market. Member may also do some work in the warehouse, which maintains a year-round temperature between 50-65 degrees)

PHYSICAL & INTELLECTUAL DEMANDS

- May require bending, color identification, crawling, gripping with hands and fingers, hearing alarms and voice conversation, keyboarding, kneeling, occasionally lifting up to 50 pounds, operating passenger vehicles, pulling, pushing, reaching, running, shoveling/digging, sitting, standing, standing long periods, walking, exposure to chemicals, dust or pollen, epoxy chemicals, fumes, intense light, noxious odors, sun, noisy areas. A reasonable amount of driving is required.

EQUIPMENT USED

- Computer
- Vehicle
- Copy Machine
- Kitchen Equipment
- Pop-up canopy
- Pallet jack

TRANSPORTATION INFORMATION

- Project site is accessible by public transportation and/or bike
- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy

MEMBER BENEFITS INCLUDE

- \$14,356 living allowance paid over the 11-month service term (approx. \$1,298.09 monthly, before taxes).

- \$6,195 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).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities

EQUITY & INCLUSION

UCA 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. UCA is an AA/EEO employer. UCA provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

HOW TO APPLY

Application Deadline: July 31, 2020

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 United Communities AmeriCorps:

Option 1:

- 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: “UCA” and State: “OR”

Option 2:

- email the following documents to ucamericorps@ucancap.org
 - Resume
 - Cover Letter (1 page)
 - Contact information for two References (name, title, relationship, email, & phone)

QUESTIONS ABOUT THIS POSITION? CONTACT:

Julia O’Sullivan
 Community Programs Coordinator | Feeding Umpqua
 555-555-5555 | project.supervisor@gmail.com

QUESTIONS ABOUT AMERICORPS? CONTACT:

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 Program Manager | United Communities AmeriCorps
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