

**Partner Organization Application**  
*for New Partners*  
**2023-2024**



**Louisiana's longest running AmeriCorps program**

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### **Directions for completing the application:**

***Please complete the form and email it to [Lisa@servelouisiana.org](mailto:Lisa@servelouisiana.org). Applications are due to us by March 31, 2023.***

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Disease Intervention Specialist  
Supervisor at the Louisiana Department  
of Health

**Staff**

**Lisa Moore** *Executive Director*  
**Maggie Conarro** *Program Director*

Spring 2023

Dear Friends:

I am pleased to enclose the 2023-2024 Serve Louisiana Partner Organization Application. Each year, Serve Louisiana partners with a select cohort of non-profit and community-based organizations who develop excellent corps member projects. Projects should feature innovative ways for your organization to address the most pressing health and environmental needs in your community through *capacity building activities* intended to grow and strengthen your programs. Capacity building activities are *indirect services* that enable organizations to provide more, better and sustained direct service.

Serve Louisiana's strong leadership development training will enable our members to expand services and work collaboratively with other groups. It's a strong partnership that benefits everyone involved – the AmeriCorps members, your organization, and the people and communities you serve.

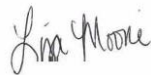
The application process for corps members is competitive; we will place 37 members with selected organizations. Please read the information enclosed in its entirety. Take time to develop your proposal. If your organization is selected, you and your corps member(s) will be expected to fulfill the goals you craft in this application.

The deadline for submission is March 31st. If you have questions or need further information, please feel free to call (225) 930-9949 and speak to Maggie Conarro or myself.

The 2023-2024 Partner Organizations will be announced April 14<sup>th</sup> and a mandatory recruitment workshop will be held the following week. Members start September 1<sup>st</sup> and serve full time for 11 months.

Please keep in mind that all approved Partner Organizations are provisional pending notification of our award from the Corporation for National and Community Service. We expect this notification in July 2023.

Sincerely,



Lisa Moore  
Executive Director

Supported by a grant from the Volunteer Louisiana Commission in the  
Office of Lieutenant Governor Billy Nungesser Serve Louisiana  
353 St. Charles Street, Baton Rouge, LA 70802 | 225.930.9949 (office) | servelouisiana.org

# **Introduction:**

## **Overview and General Information**

### **Background Info**

In 1991, Congress passed the National Community Service Trust Act, which provided funding for a small number of national service demonstration projects. Serve Louisiana (formerly, Louisiana Delta Service Corps) was such a program and had its first corps members in 1992. With its focus on the lower Mississippi Delta, one of the poorest areas of the country, Serve Louisiana began mobilizing corps members to address critical community needs. In 1994, new legislation was passed which supported a whole new contingent of national service programs across the country. Serve Louisiana applied for and became an AmeriCorps program. The 2023-2024 service term will be our 31st year of operation. Serve Louisiana currently receives its funding through Volunteer Louisiana, which is housed in the Office of Lieutenant Governor, William Herold “Billy” Nungesser. Throughout southeast Louisiana, Serve Louisiana members (who are AmeriCorps members) are matched with local non-profit and community based agencies for up to two years. Member benefits include a living allowance and a \$6,895 education award upon successful completion of service. Since 1992, more than 1,320 members have participated in our program.

### **Narrative**

**Serve Louisiana’s mission is to create change across South Louisiana by partnering our emerging leaders with organizations that improve lives through social justice initiatives, mental and physical health programs, education, youth development and environmental preservation.**

**We have a vision of continually healthier, more sustainable and more equitable South Louisiana communities for each new generation of children and families.**

**We aim to develop future leaders of our communities while strengthening the organizations that we collaborate with.**

**This is our approach:**

**Step A. Create partnerships with organizations that foster growth in leadership, provide equity for clients and staff, and work for sustainable social justice.** Partners will provide an abundance of training opportunities for members. Projects will be meaningful and sustainable. Supervisors/mentors will offer mentorship and a nurturing environment for members.

**Step B. Recruit members who are diverse in background, age, race, ethnicity, sexual orientation, gender, gender identities, abilities, education, and religious beliefs.** Members are recruited locally from the communities of the partner organizations and nationally through the AmeriCorps website and media outlets. As a mix of local and out of state members, teams come together for personal and professional development and the sharing of best practices in their respective service sites.

## **Step C. On-Going Support and Training of Members and Partner Organizations**

### ***Team Meetings***

Monthly team meetings and overnight out-of-town trainings educate members about the communities they serve. “Communities” include the nonprofit organizations in which the members are matched with, target beneficiaries of the agencies, the city or parish, and the state in which the organization is located.

Trainings revolve around core themes such as education, health, environment, and housing. Local leaders are invited to share their knowledge of these issues and the challenges they pose. Members participate in thoughtful discussions of race, poverty, and oppression to better understand client populations and how best to serve them. Corps members acquire skills in community-based asset mapping and utilize these practices to understand community development and social change.

### ***Leadership Development***

Corps members participate in regularly scheduled leadership trainings. Staff provide guidance and resources. Members practice leading groups, facilitating, teaching, building consensus, and evaluation through a combination of democratic and popular education techniques. Trainings follow a “train the trainer” model. Corps members are encouraged to share their knowledge and views with their site mentors and peers. Trainings are designed to advance professional skills such as team building, communication skills, conflict resolution, citizenship, wellness, time and money management, and presentation skills. Serve Louisiana encourages Partner Organizations to support Corps member leadership development in other ways, such as encouraging members to participate in relevant trainings and workshops, providing on-the-job training, and supporting members to take leadership and responsibility on projects.

### ***Skill Building for Organizational Capacity***

Corps member trainings will include a component of skill building to help partners strengthen their capacity for impact. Skill development topics might include: Community Asset Mapping, Diversity and Cultural Competency, Volunteer Management, (recruitment, training, tracking, recognition etc.), Social Media and Technology in Nonprofits, Leveraging Assets in Nonprofits, Building Networks and Community Partnerships, and Organizational Assessment and Evaluation. Let us know if there are specific skills you want us to help corps members develop.

### ***Reflective Practice***

Effective leadership training goes beyond acquiring new knowledge and skills. Members are taught to interpret their service experiences by actively reflecting on their successes, challenges, and frustrations. Serve Louisiana fosters a culture of open, regular evaluation at our team meetings and at site visits, encouraging reflective practice and self-awareness, investment in the quality of meetings, commitment to the community, and open communication.

### ***Corps Member Support***

Serve Louisiana staff act as a mediator and advocate for both the corps member and the partner organization. Staff function as coaches who actively check in on members, help them navigate their position descriptions, identify long- and short-term goals, and troubleshoot challenges along the way. Coaches demonstrate communication skills for members. They promote positive interactions with other members and with staff at their partner organizations and encourage active participation in their learning and service during the year.

### ***Partner Organization Training and Support***

Serve Louisiana provides an application workshop, a recruitment and interviewing workshop, a supervisor orientation, mid-year luncheon, bi-yearly site visits, drop-ins, and networking opportunities

for partner organizations. Serve Louisiana also mitigates conflict between organizations and corps members if and when necessary. Serve Louisiana and members are evaluated every year by our community partners and outside consultants.

Serve Louisiana would like to further the partner organizations' involvement in the leadership development of members by offering trainings on topics and themes that directly impact the work of the organization. Members will also be encouraged to transfer knowledge and continue the conversations with their host organizations after each training.

## Available Positions and Eligibility

### Available Positions

Serve Louisiana announces the opening of 37 full-time AmeriCorps positions in southeast Louisiana for non-profit organizations, government agencies, and public schools.

### Eligibility

Partner Organizations can be non-profit organizations, city and parish government agencies, public schools, state government agencies, higher education institutions, and faith-based institutions with secular programs.

Community organizations must provide proof of non-profit status with their application. An organization described in Section 501(c)4 of the Internal Revenue Code that engages in lobbying activities is not eligible to apply. For-profit agencies are also not eligible to apply.

## Serve Louisiana Priority Area: Healthy Communities

Serve Louisiana's goal is to match members with partner organizations who provide needed services to improve health and economic outcomes in the areas of nutrition and fitness as well as mental health, access to affordable housing, and protection of the environment. Corps Members will build capacity within their respective partner organizations through one of 4 project types (or a combination of activities):

- 1) **Volunteer Coordinator:** Corps member(s) may recruit and manage volunteers; create volunteer position descriptions; create volunteer training curriculum; train volunteers; set up (design, implement) systems to track and manage volunteers and volunteer hours; supervise and communicate timely with volunteers; oversee volunteer service projects; organize reward celebrations of volunteers; and evaluate volunteer impact; etc.
- 2) **Technology and Social Media Coordinator:** Corps member(s) may design informational/educational material for social media, email (ie. constant contact), and web platforms; train staff and volunteers on maintaining a website, Facebook page, etc. once the systems are set up; and research and implement technology systems to increase the efficiency of the program or service the program provides; etc.
- 3) **Program Outreach & Community Awareness Coordinator:** Corps member(s) may design and implement informational/educational materials and tools to increase outreach to potential community beneficiaries (ie. press releases, marketing materials); create/implement annual outreach plan; cultivate relationships with potential community partners to assess outreach opportunities and maintain existing ones; convene partners and stakeholders; develop a system to track outreach effectiveness; and plan, organize, and implement informational outreach events (fairs, workshops); etc.

4) **Program Development Coordinator:** Corps member(s) may develop guidelines, curriculum, timelines, policies and procedures, and tracking systems, etc. to pilot a new or fledgling program within the organization; test what they have developed and assess effectiveness; and offer recommendations for improvement of the program(s). (Note: The intention of this role is to design a program which provides long-term, on-going service, not an episodic project or event.)

#### IMPORTANT NOTES:

\*All corps members will evaluate their capacity building activities quarterly and will develop strategies to further improve their effectiveness.

\*The Technology and Social Media Coordinator could easily be collapsed into one of the other positions if it would not be a full time position in itself.

\*When choosing one (or more) of these project types, keep in mind that corps members have 11 months to serve and must serve an average of at least 40 hours per week (excluding holidays and 10 personal days).

## Restrictions

The Corporation for National and Community Service prohibits AmeriCorps members from participating in a number of activities. AmeriCorps members cannot perform the following tasks:

- Perform more than 33% of committed service hours to direct service. At least 67% must be Capacity Building activities;
- Displace paid employees;
- Fundraise for an organizations' overall budget (members may assist in fundraising efforts targeting the sustainability of their project no more than 10% of committed service hours);
- Influence legislation;
- Organize or participate in protests, petitions, boycotts, or strikes;
- Assist, promote, or deter union organizing;
- Impair existing contracts for services or collective bargaining agreements;
- Register voters;
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Participate in activities that pose a significant safety risk;
- Engage in religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of religious proselytizing;
- Provide a direct benefit to a business organized for profit, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in 501(c) of the Internal Revenue Code of 1986, and an organization engaged in the religious activities described above, unless the corps member is not used in support of those religious activities.
- Provide abortion services or referrals for receipt of such services.

## Additional Restrictions

Serve Louisiana members may not fill in for absent employees or perform services, duties, or activities assigned to a paid employee at a Partner Organization.

Serve Louisiana will place members with an organization that currently has another stream of AmeriCorps members on a case by case basis. Services must not be duplicated and AC members may not supervise other AC members. Corps members may not receive additional wages or stipend money from the partner organization. They may not serve additional hours for additional monetary compensation. The members may receive in kind donations such as housing or food. Members **should** receive transportation reimbursement from partner organizations for any travel related to their project (not including commuting to and from home).

### **Corps Member Selection**

Once an agency is accepted as a Serve Louisiana Partner Organization, they will be asked to take a highly active role in the recruitment of their corps member(s). The Partner Organization will work closely with the Serve Louisiana program staff in recruitment and selection of these members. This selection process should start immediately after the Partner Organization is notified of their acceptance into the program. Corps members are recruited nationally (via AmeriCorps website, Indeed etc.) and locally through Serve Louisiana outreach and Partner Organization efforts. Serve Louisiana strives to recruit from a diverse pool of potential applicants.

*Applicants are selected based on the following criteria:*

- Must be a U.S. Citizen or U.S. National or a Lawful Permanent Resident Alien;
- Must consent to a state and federal criminal history check;
  - Applicants will not be eligible to serve if registered or required to be registered on a state or National sex offender registry or has been convicted of murder)
  - Partner Organizations may request additional qualifiers such as no DWIs for members required to drive company vehicles
- Must be at least 17 years or older;
- Must have a high school diploma or GED;
- Must have a desire and willingness to serve their community;
- Must be able to live on the allowance of **\$24,000** and be able to commit to 11 months of full time service;
- Must have an acceptable application including compelling motivational statements;
- Must provide employer and community references;
- Must have reliable transportation (includes bike or public transportation if reliable);
- Must be able to utilize the \$6,895 education award to either pay off student loans or go back to school within 7 years of the end of their service;
- May not have served more than one other term in AmeriCorps or earned the equivalent of 2 full time education awards;
- Cannot be hired if they, at any time, were employed (received monetary compensation) by their prospective Partner Organization;
- May not be full time students while they are serving

*Partner Organizations may ask for additional requirements when recruiting a corps member, such as experience in a particular field or some specific educational certification.*

### **Equal Opportunity Policy**

Serve Louisiana maintains a strong policy of equal employment opportunity for all employees and applicants for employment. Qualifying partners must have their own equal employment opportunity policy and comply with both Serve Louisiana's and their own policy in the hiring and supervision of corps members.



### ***Serve Louisiana's equal opportunity policy:***

It is the policy of Serve Louisiana to employ the best qualified persons available to perform the tasks for which they are responsible. In implementing this policy, Serve Louisiana maintains a strong policy of equal employment opportunity for all employees and applicants for employment. Serve Louisiana hires, trains, promotes, and compensates employees on the basis of personal competence and potential for advancement. Serve Louisiana will not discriminate in any way against an applicant for employment on the basis of race, color, ethnicity, religion, gender, gender identity, sexual orientation, marital status, or ability, as well as other classifications protected by applicable state and local law. Our equal employment opportunity philosophy applies to all aspects of employment with Serve Louisiana including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, and social and recreational activities.

Serve Louisiana complies with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Serve Louisiana also provides reasonable accommodations for such individuals in accordance with these laws.

Partner applications and proposed position descriptions should comply with the written policy and, whenever possible align with the philosophy and ethos of equal opportunity for any applicant regardless of their identities, histories and heritages, life circumstances, and abilities. Serve Louisiana reserves the right to deny a partner application that does not meet EEO requirements, or to request partners make edits to a position description in order to better align with this policy and philosophy of equal opportunity and anti-discrimination. For example, Serve Louisiana may request partner organizations remove unnecessarily ableist language included in position descriptions if it does not constitute an essential function or bona fide occupational qualification that cannot be reasonably accommodated by the partner organization. A position description for an office function that includes "must be able to lift and carry 50 pounds" might be amended to remove that statement entirely, or, if absolutely necessary, add “with the assistance of a lift, dolly, or other reasonable accommodation provided by [partner organization].”

### ***Diversity Equity and Inclusion***

We believe historical and present conditions demand bold actions. We seek to build and maintain equity-focused partnerships with organizations wherein everyone who wishes to work to solve society’s core problems has a place at the table. We believe that healthy societies cannot grow from the unhealthy roots of historic and systemic racism, class oppression, gender discrimination and other forms of domination. We seek to be part of a radical (roots-level) solution based on divestment from these systems and investments in equity. With a commitment to helping local organizations improve lives and build stronger communities, we are here to build a better Louisiana and, in turn, a better nation and better world by centering diversity, equity and inclusion in all aspects of our work.

## **Grant Terms and Requirements**

### **Grant Period**

Serve Louisiana service term is from September 1, 2023 to July 31, 2024. Any time served after the end date must be done on a volunteer basis or as a paid employee, unless a corps member needs to make up hours. Both corps members and Partner Organizations may apply to participate in a second term of service, which will begin in September of 2024.

### **Grantee Match**

Serve Louisiana raises additional public cash and in-kind support to lower program costs. To demonstrate local support, all Partner Organizations will be required to pay a cash match for their corps member.

**Partner Organizations must contribute \$16,000 for each corps member serving at the site. The entire cash match is due by October 15, 2023.** Matching funds will go directly to the corps member’s living allowance and are non-refundable. The cash match also covers the cost of their member’s workman’s

comp insurance provided by Serve Louisiana. Agencies unable to provide matching funds will not be accepted as Partner Organizations. In addition to the cash match, Partner Organizations must be able to cover their members with their liability insurance. The cash match does not represent a fee for service. If a corps member does not complete their year of service, the cash match will not be reimbursed. The deadline for replacing a corps member is October 31, 2023.

Serve Louisiana also requires Partner Organizations provide an in-kind match in the form of training, supervision, access to equipment and materials, etc. Partner Organizations must submit monthly accounts of the in-kind match to the Serve Louisiana office (including receipts, time sheets, etc.).

### **School Breaks/Summer Activities**

School-based or seasonal programs must provide full-time activities for corps members during school breaks, such as Thanksgiving, Christmas, and summer vacation. Agencies that do not provide specific plans for such breaks will not be accepted.

## **Review Process and Selection Criteria**

### **Review Process**

All Serve Louisiana partner organization applications will be read and evaluated by our staff. Selected members of the Serve Louisiana board of directors and alumni members will also read and evaluate applications. Serve Louisiana staff will then discuss applicants who receive the approval of the above group. Final notification of acceptance will be sent by April 14th.

### **Selection Criteria**

Applicants will be judged by the review panel on the following criteria:

#### **THRESHOLD CRITERIA (must be met to be considered)**

- Applicant is a non-profit organization, city and parish government agency, public school, state government agency, higher education institution, or faith-based institution with secular program(s). Applicant is not a 501c4 or for-profit entity.
- Applicant is an Equal Opportunity Employer that does not restrict or refuse services based on race, color, religion, sex, sexual orientation, gender identity, military discharge, national origin, age, marital status, or disability and whose policies align with Serve Louisiana's Equal Opportunity and Diversity, Equity and Inclusion policies.
- Applicant ability and commitment to meet cash-match requirement by October 15, 2023.
- Application is complete and submitted on-time.
- Applicant is in compliance with the "Drug Free Workplace" federal grant recipient requirements
- Applicant is able to provide liability insurance for the Serve Louisiana member
- The position applied for was not previously filled by an employee or non-AmeriCorps volunteer
- Project activities are building capacity (improving effectiveness and efficiency of services, expanding services, leveraging resources etc.)

#### **EVALUATIVE CRITERIA (will be evaluated alongside other applications that meet threshold criteria)**

- General application quality;
- Commitment to corps members' leadership/professional development;
- A request for more than one corps member;
- Sustainability of project;
- Project aligns with AmeriCorps/Serve Louisiana's mission

- Demonstration of clear responsibilities for corps members;
- Organization's need for the project;
- Demonstration of clear, consistent, quality mentorship/supervision by Partner Organization staff of Serve Louisiana project;

If your organization applies again in the future, Serve Louisiana will consider the following:

- ★ History of prompt return of requested forms and paperwork
- ★ Payment of cash match
- ★ Attendance of Serve Louisiana Partner Organization events/orientations
- ★ Encouragement and support of members attending team meetings and out-of-town trainings
- ★ Members highlighted as Serve Louisiana/AmeriCorps members
- ★ Corps member feedback/evaluations

### **Submitting the application:**

Serve Louisiana must receive the Partner Organization proposal by March 31st. Email the completed application to [Lisa@servelouisiana.org](mailto:Lisa@servelouisiana.org).

*Please be sure to include the following with your application:*

- Agreement Page
- Include an organizational chart and identify where the corps members will fit. (Not needed for returning sites unless the structure has changed).
- Position Description Form ([Google Form](#))
- Complete an In Kind Match Summary. This is a rough estimate for the year. Please indicate if you are applying for more than one corps member. You may combine the costs on one form.
- Three Letters of Support
- Proof of non-profit status and tax exemption
- Email a jpg or pdf of logo to [Lisa@servelouisiana.org](mailto:Lisa@servelouisiana.org)
- Example of a promotional piece on a corps member (ex. An introduction of your corps member on website)
- Include a calendar for the 2023-2024 service-term, including all holidays. Members must complete 1700 hours to graduate.

**Other Requirements after Selection Process (Only Required if your Site is Selected)**

- In the event that your application is accepted and that your organization becomes a Partner Organization, we will need a signed Board Member Resolution. The purpose of such resolution is to ensure the entire organization is aware of the partnership/contract with Serve Louisiana. It also mandates that the Board assume responsibility for the terms of the contract if the executive director leaves or can no longer fulfill such terms.
- Accepted applicants must have the direct supervisor undergo a Serve Louisiana Federal Background and NOSPW check before service begins on September 1, 2023. The supervisor will be the person responsible for signing member timesheets and completing monthly in-kind reports among other duties.

# Serve Louisiana Partner Organization Application Cover Sheet 2023-2024

Organization's Name

Mailing Address

City, State Zip

Office Telephone

Supervisor Name/ Supervisor Email / Supervisor Phone Number

Agency Director

## I. TYPE OF APPLICANT

**Check One:**

- Government (state, district or parish)
- Faith-based Institution
- Community Based Organization
- Educational Institution
- 501(c)3 Non-profit (Include proof of non-profit status)
- Other: (specify)

**II. NUMBER OF CORPS MEMBERS REQUESTED: \_\_\_\_\_**

## III. TYPE OF PROJECT

**(SEE PAGE 6 FOR DESCRIPTIONS)**

- Volunteer Coordinator
- Technology and Social Media Coordinator
- Program Outreach & Community Awareness
- Program Development
- Other (or combination of roles) \_\_\_\_\_

## IV. ELIGIBILITY REQUIREMENTS

- Is your organization an equal opportunity employer that does not restrict or refuse services based on race, color, ethnicity, religion, gender, gender identity, sexual orientation, marital status, or ability?  
 YES  NO

- Is your organization in compliance with the “Drug Free Workplace” federal grant recipient requirements?  
 YES  NO
- Can your organization provide a non-refundable cash match of \$16,000 to cover a portion of the living cost associated with each corps member placed with your organization? Cash match includes the cost for workman’s comp insurance. **(Due in full by October 15<sup>th</sup>).**  
 YES  NO
- Will your organization be able to provide liability insurance for the Serve Louisiana members?  
 YES  NO
- Was the position applied for previously filled by an employee or non-AmeriCorps volunteer?  
 YES  NO
- Corps member candidates will undergo a federal and state background check and be checked against the National Sex Offender Registry. The AmeriCorps and Serve Louisiana guidelines dictate that a candidate can be disqualified for the following reasons:
  - Murder conviction
  - They are registered on the sex offender registry
  - They provide a false statement in response to inquiry about criminal history (application or interview)
  - They refuse to undergo the background check

Please indicate here if your organization has any other restrictions or requirements that would deem a candidate not eligible to serve with your organization.

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You may also submit your organization’s personnel policies for background checks as an attachment if you prefer. Otherwise, please check this box:

Our organization does not have any additional disqualifiers to become an AmeriCorps member.

**VI. GEOGRAPHIC LOCATION** (Name each city and parish in which corps members will serve)

**VII. PROPOSED PROJECT PLAN**

- 1) What is the purpose and mission of your organization?
- 2) Briefly describe your organization’s program activities.
- 3) Why does your organization want to become a Serve Louisiana Partner Organization?
- 4) Describe your proposed Serve Louisiana projects by completing each of the following steps for each project.
  - a) How did the project idea come about? How did your organization engage the community in designing your plan? Describe your targeted beneficiaries?
  - b) Provide a description of the proposed project.
  - c) Describe a typical day for corps members placed with your organization.

d) Describe how you will collaborate with other community organizations and community members to accomplish these goals.

5) Long Term Goals/Sustainability of Project:

a) What long-term measurable, positive change do you expect in your community from the service provided by the Serve Louisiana members?

b) How many service terms will you continue to request corps members? Why?

c) What steps will you take this year to make your project(s) sustainable beyond the support of Serve Louisiana?

d) How will you accomplish this project if you are not accepted as a partner organization?

6) Corps Member Selection, Mentorship, and Supervision:

a) How does your organization align with Serve Louisiana's Diversity, Equity and Inclusion statement? Do you have any questions or concerns about fulfilling your responsibilities as a partner organization in line with this statement?

b) Please indicate who will directly supervise/mentor the Serve Louisiana members? Direct supervisors must undergo a state and federal background check and will sign off on timesheets and in-kind reports.

c) How many hours per week will direct supervision of corps members be provided?

d) How will the corps member be mentored/supervised?

e) Please describe the orientation that will be provided to the corps member. Members must receive a minimum of 15 "orientation" hours. How will you prepare them to achieve the objectives you have proposed?

f) Describe what kind of support your mentor/supervisor will need from Serve Louisiana to be effective in their role?

7) What training and professional development will your organization provide the corps members to enhance their project? Members must receive at least 65 hours of site specific training throughout their service.

8) How will you highlight your corps member to others in the community (newspaper articles, board meetings, website, newsletters etc.)?

9) What safety trainings will you provide your corps members to ensure their safety while serving with your organization? This includes protection from contracting Covid-19.

10) Monthly team meetings, Fall and Spring retreats, and Corps-wide service projects require corps members to be away from their Partner Organization an average of 16 hours each month (up to two times for up to three consecutive days). How will you support the project when the corps member is out?

11) Monthly team meetings will contain an educational element based on the theme of that meeting and will have readings, outside facilitators/panels and be corps member lead. Team meetings will be led in a "train the trainer" structure. How will you support your member's leadership development by allowing them to share their trainings with your organization?

12) If your site is school based, what will the corps members do when school is not in session (corps members must serve from September 1, 2023 through July 31, 2024)?

13) What resources will be made available to the corps members to ensure success in the project?

- Personal office/desk
- Computer
- Email
- Use of site vehicle
- Mileage reimbursement (required if use of personal vehicle is expected)
- Cell Phone
- Housing
- Food vouchers
- Other \_\_\_\_\_

14) How will the member's service impact the project's outcomes, persons served, community or mission? What are the measurable short and long-term goals that should be achieved by the member?

# AmeriCorps Member Position Description

## Fill out the position description in this [google form](#)

The corps member position description will be posted on our website for review by prospective members. Follow this [link](#) to the google form. Complete one form per member position. The instructions are below.

### **Days / Hours of Service:**

Include the days of the week and hours that it is expected the member will serve most commonly while in this position. (*i.e.: Mon. – Fri. 8:30 am – 5:00 pm*). You should be as specific as possible when defining the days and hours of service for each Member Position Description. **Members must have 2 consecutive days off during any given week.**

### **Host Site Agency Name & Complete Address of Host Site Location(s):**

Insert the name(s) and physical location(s) of the Host Site(s) where each member with this Position Description will serve. If a single member with this Position Description will serve at more than one Host Site, please list the formal name and complete address of each location where the member will serve and indicate which location is the Primary Host Site.

**Organization/Agency Mission and/or Goals (Copy and Paste from beginning of application):** Define the mission and individual goals of the Host Site Agency where the member will be serving. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the Host Site Organization or Agency where the member is serving. (*i.e.: If the Agency where the member is serving is the American Red Cross, you will include the overall Mission and Goals of the entire American Red Cross agency.*)

### **Program Mission and/or Goals:**

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through their service. This information pertains to the specific program that the member's service will support. (*i.e.: If the Agency where the member is serving is the American Red Cross, and the member's service will support the Disaster Preparedness & Response Program, you will include the Mission and Goals specific to the Disaster Preparedness & Response Program – not the Mission and Goals of the American Red Cross.*)

### **Member Position Summary:**

Please choose one of the 4 positions (or a combination of) outlined on page 6 of the application. Describe the responsibilities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.

### **Member Impact:**

Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the issues defined in the Community Need section and what specific quantitative and/or qualitative changes will be seen to address those Community Needs. Explain how the member's service will impact the project's outcomes, clients, community, or mission. It is critical to identify expected impact of the member's service so that he/she will be aware of the importance of their service.

### **Essential Functions of Position:**



List all basic service activities that the member must perform to achieve the targets defined in the Member Impact section.

- Identify only the tasks essential to the position. Focus on results, not process.
- List as many activities as necessary which constitute the position.
- Confirm that each activity is necessary.
- What is the relationship between each task? Is there a specific sequence the tasks must follow?

*NOTE: Partner applications and proposed position descriptions should comply with the written policy and align with the philosophy and ethos of equal opportunity for any applicant regardless of their identities, histories and heritages, life circumstances, and abilities. Serve Louisiana will not discriminate in any way against an applicant for employment based on race, color, ethnicity, religion, gender, gender identity, sexual orientation, marital status, or ability, as well as other classifications protected by applicable state and local law. Serve Louisiana reserves the right to deny a partner application that does not meet EEO requirements, or to request partners make edits to a position description in order to better align with this policy and philosophy of equal opportunity and anti-discrimination. For example, Serve Louisiana may request partner organizations remove unnecessarily ableist language included in position descriptions if it does not constitute an essential function or bona fide occupational qualification that cannot be reasonably accommodated by the partner organization. A position description for an office function that includes "must be able to lift and carry 50 pounds" might be amended to remove that statement entirely, or, if absolutely necessary, add "with the assistance of a lift, dolly, or other reasonable accommodation provided by [partner organization]."*

**What skills, knowledge and trainings should the corps members expect to gain from this position?**

List transferable skills, networking opportunities, and any workshops or trainings that will enhance a corps member experience and resume.

**Required Knowledge, Skills, and Abilities:**

Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.

**Required Experience Qualifications:**

List minimum qualifications, training, or experience required and/or useful to be successful in the position.

**Required Transportation Needs:**

Does this position require a car? Drivers license? Or can a corps member use public transportation or bicycle?

# IN-KIND MATCH REPORT ESTIMATE

## for the 2023-2024 service term

How many members does this form account for?

CASH

### BUDGET CATEGORY or IN-KIND MATCH

#### A. Personnel Expenses-

Value of Partner Organization supervision given the corps members

(proportion of site supervisor's salary and benefits associated with direct supervision of the members). For example, 4 hours of supervision weekly is 10% or 4/40<sup>th</sup> of the salary and benefits of the supervisor . (\* you will include a monthly supervisor time sheet during the year)

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**B. Administration:** Value of the administrative time devoted to activities related to Serve Louisiana such as: record keeping, reports, time spent at mandated SL meetings, etc.

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#### C. Corps Member Travel

Reimbursement for travel and/or meal expenses to members while on duty at their service site (please include mileage, invoices and receipts).

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#### D. Supplies

Value of the supplies used by corps members provided at their sites

such uniforms, equipment (computers), school and office supplies, other office equipment.

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#### E. Training

Value of training received by site supervisor to better prepare them as coaches and supervisors of corps members

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Value of member training provided by the site. Include cost of conferences, workshops and in-service trainings.

Educational materials: value of training materials purchased for use by the corps members

### TOTAL IN-KIND SUPPORT

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## Agreement Page

***Please print this page and obtain the appropriate signature. We will require this document with an original signature to complete your application packet.***

### **Read Before Signing:**

Submission of this application does not guarantee that the Serve Louisiana will provide corps members to your organization, nor does it compel your organization to accept any such corps members. If corps members are placed with your agency, your agency will be responsible for the supervision of the corps members, the development and implementation of service projects, and the effective evaluation of those projects. Corps members may not perform tasks that have been done by paid employees or a volunteer within the last twelve months. If a corps member placed at your organization withdraws or is released from service, the Serve Louisiana does not guarantee a replacement and will not refund any portion of the cash match. If your organization is accepted as a host agency, your organization agrees to collaborate with Serve Louisiana to meet all project evaluation objectives as stated by Serve Louisiana. Your organization must fulfill all requirements of the application process prior to being awarded corps members including the orientation seminar. Noncompliance with the mandated guidelines for Partner Organizations as described in the Program Handbook may result in loss of corps member's placement. Serve Louisiana reserves the right to call upon the immediate services of the corps members during times of national or local emergency. The organization signing below understands all the above-mentioned facts.

Signature of authorized representative (original signature required)

Title Date

Name of Organization