AmeriCorps Recruitment Listing Instructions

For posting on the AmeriCorps recruitment website you will need to complete the template below. Once the template is completed you will send it to Sandie Peterson Evans at sapeterson@esd.wa.gov to be entered into the eGrants system. Once the listing is approved by the AmeriCorps On-line Recruitment Administrator it will be posted to the national website. This usually occurs within three working days of being entered into eGrants. You will be sent a link to the listing once it goes live for your use in recruitment.

Once the listing goes live on the AmeriCorps website, applicants will be able to view and apply to your project. When an applicant applies, the contact person that is listed will receive an email that states that an applicant has applied. Forward that email to Sandie, who will then access the applications and references from eGrants and forward them on to you.

Please note that there are character limitations to certain fields so check the word count. Spaces should be included in the word count and special characters can’t be used (e.g. bullets, apostrophe). If the word count exceeds the limit, it will be returned to you for revisions.

You will need to report the number of applications that your AmeriCorps project received so please keep a record of this.

For the member enrollment packet that must be completed prior to your member’s start date you will need to include a copy of the AmeriCorps application and two references with the packet. Enrollment packet is not complete without these three documents and will delay the member’s start date.

Please contact Sandie Peterson Evans or your program coordinator with any questions about the posting, recruitment or enrollment process.
AmeriCorps Recruitment Listing

By submitting your listing, your AmeriCorps position will be entered into the AmeriCorps on-line recruitment system.

Project Name:

Start date:  
- September 1, 2013
- September 16, 2013
- October 1, 2013

End Date:  
- July 15, 2014
- July 31, 2014
- August 15, 2014

Contact Information

When an applicant applies, the contact person listed below will receive an email that states that someone has applied to the program. Forward that email to Sandie Peterson Evans at sapeterson@esd.wa.gov. The application and references will be accessed for you and emailed back to the contact person.

First and Last Name

Street Address

City, State and Zip + 4

Contact Phone

Email

Fax Number

Website

The 2 line description will be the first exposure that a potential member will have with your program. Make it interesting!

Give a brief two (2) line description of the program (200 characters or less)
Highlight your program
Enter your program description (2000 characters or less)

Accepting Applications

From:
To:

If you require your own application, how do applicants request it?

Phone:
Email:
Website:

What benefits does your program offer? (The AmeriCorps benefits have been marked already)
- Childcare (if eligible)
- Education Award upon successful completion of service
- Health Coverage
- Housing
- Stipend
- Training
- Other:_________

Select any terms and conditions of member service that apply to your program.
- Car recommended
- Permit attendance at school during off hours
- Permits working at another job during off hours
- Prohibits paid work outside of the sponsoring agency at any time
- Uniforms provided and required
Desired Education Level (one only):
- Less than High School Completed
- High School Graduate
- GED
- Technical School/Apprenticeships/vocational
- Some College
- Associate Degree (AA)
- College Graduate
- Some Graduate Study
- Graduate Degree
- Professional Degree (medical, Law)

What skills would you like potential members to possess?
- General Skills
- Architecture Planning
- Business/Entrepreneur
- Communications
- Computers/Technology
- Community Organization
- Conflict Resolution
- Counseling
- Education
- Fine Arts/Crafts
- First Aid
- Fundraising/Grant Writing
- Law
- Leadership
- Medicine
- Public Health
- Public Speaking
- Recruitment
- Teaching/Tutoring
- Trade/Construction
- Writing/Editing
- Youth Development
- Other: ________________

Do you have a language requirement?  
- Yes
- No
If yes what is it?

This must match the position description that you have submitted.

What will your AmeriCorps member(s) do?  (1000 characters or less):

Define the field of service areas in which your members are serving?
- Children/Youth
- Community/Economic Development
- Community Outreach
- Disaster Relief
- Education
- Elder Care
- Entrepreneur/Business
- Environment
- Ex-Offender Reentry
- Health
- Homeland Security
- Homelessness
- Housing
- Hunger
- Neighborhood Revitalization
- Public Safety
- Technology