RECRUITMENT/ENROLLMENT

planning your next steps
Welcome to the webinar!

- Date: Wednesday, May 14th
- Time: 9:30-10:30 am
- Topics:
  - Eligibility Requirements
  - Site & WSC Responsibilities
  - Recruitment, Interviewing, and Selection Strategies
  - Timeline for Paperwork

Facilitators:
Lorraine Coots, IP Program Lead
Robert Brader, IP Program Coordinator
Sidra Fields, IP Program Coordinator
Erika Jenkins, IP Program Coordinator
Congratulations!

You have been awarded an AmeriCorps placement(s) with Washington Service Corps (WSC).

Thank you for agreeing to host and supervise an AmeriCorps member(s). Your guidance and support will be essential to the AmeriCorps member’s successful term of service.
# Eligibility Requirements/ Benefits

## AmeriCorps Candidate Eligibility Requirements

- Selected member(s) should demonstrate the skills and commitment required to successfully serve in the position, serve 40 hours a week and meet the 1700 minimum hour requirement for a full-time term of service. At a minimum, the following criteria must be met:
  - Be a United States citizen or lawful permanent resident (must submit proof as defined by CNCS regulation). New this PY: WA State Enhanced Driver License satisfies proof of eligibility.
  - Be 18-25 years of age at the start date of their service (age maximum exception for Special Programs. i.e., WorkSource Offices, Youth and Veterans Projects).
  - Members in tutoring positions must have a high school diploma or GED at time of enrollment.
  - Pass required criminal background checks.
  - Not be listed on the National Sex Offender Public Registry (NSOPR).

## What do WSC members receive for their service?

- Living stipend of $1,155 per month provided by WSC (before taxes).
- Training and experience.
- Subsidized childcare provided by GAP Solutions Inc. (if qualified).
- Health Insurance (member only and only if no other health insurance coverage).
- Student loan forbearance and interest accrual payment (on qualifying loans).
- $5,645 Education Award provided by National Service Trust (upon successful completion of service term commitment and 1700 hours of service).
Site Responsibility

Next steps:

- Submit completed Recruitment Listing to WSC to be posted on national AmeriCorps website.
- Begin local recruitment efforts.
- Interview qualified candidates.
- Select candidate(s) by July 14 for September 1 start date.
- Complete member enrollment paperwork (includes criminal background checks) and submit to WSC on or before August 18.
- Primary and back-up supervisors need criminal background checks prior to member starting service. Start this now! Returning supervisors submit Returning Staff Certification.
WSC Responsibility

Next steps:

☐ Post recruitment listing on national AmeriCorps website.

☐ Send copies of applications and references to site supervisor as received from national AmeriCorps website.

☐ Facilitate in-person supervisor training regionally during July and August.

☐ Process member enrollment paperwork.

☐ Provide technical assistance to supervisors and members throughout the program year.

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<thead>
<tr>
<th>Supervisor Training Location</th>
<th>Date</th>
<th>Address</th>
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<tbody>
<tr>
<td>Mt. Vernon</td>
<td>July 9</td>
<td>Skagit Valley Publishing</td>
</tr>
<tr>
<td>Ellensburg</td>
<td>July 15</td>
<td>HopeSource 700 E. Mountain View Ave. #501</td>
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<tr>
<td>Seattle</td>
<td>July 22 and 23</td>
<td>Red Cross 1900 25th Ave S.</td>
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<tr>
<td>Spokane</td>
<td>July 30</td>
<td>SNAP 3104 Fort George Wright Dr.</td>
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<tr>
<td>Vancouver</td>
<td>July 31</td>
<td>Clark County Food Bank 6502 NE 47th Ave.</td>
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<tr>
<td>Lacey</td>
<td>August 5 and 6</td>
<td>Employment Security Dept. 640 Woodland Square Loop SE First Floor Park Place Conference Room</td>
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Successful Recruitment Strategies

Recruitment Tips

- Start early.
- Use the national AmeriCorps website.
- Post announcement on your organization’s website.
- Utilize social media.
- Use all your resources - announce position in newsletters and blogs.
- Use sites like Craigslist and Idealist.
- Send recruitment notices to your community partners.
- Consider current or past volunteers.
- Post with higher education institutions.

Additional Tips

- Review applications quickly so you don’t risk losing an interested, qualified candidate.
- Contact your selected candidates immediately and schedule interviews.
- Be creative and show your enthusiasm.
- Be strong on follow-up. Remember candidates are interviewing you too!
- Most candidates will apply to numerous organizations. When you see a good candidate, take action quickly.
- Ensure the candidate meets the service requirements.
Interviewing & Selection

**Interviewing**

- Determine if the candidate is a good match for your supervisory style.
- Ensure the candidate possesses the skills and abilities to perform the goals of the project.
- Have candid conversations about the 10.5 month commitment.
- Discuss the benefits and challenges of participating in national service.
- Sample interview questions can be found in the *Supervisor Manual*.

**Selection**

- Experience has shown that the most successful members have enthusiasm about making a difference, are self-starters and have an ability to respond well to challenges.
- Ensure your selected candidate is interested in service and not a “job.”
- Your successful candidate should be genuinely interested in your organization’s mission, the AmeriCorps project and the impact their service will have in the community.
What about the Paperwork?

- Washington Service Corps has an official process for enrolling members in their service.

- Supervisors can access the enrollment materials on the WSC website [here](#).

- Enrollment paperwork must be completed correctly and received in a timely manner for the member to begin service on the selected start date. New this PY: No I-9 requirement.

- Incomplete, incorrect enrollment packets will not be processed until corrected. This may delay the start date of the member.
## Member Enrollment Paperwork Timeline:

<table>
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<tr>
<th>Member Start Date</th>
<th>Last day Enrollment Packet can be received by WSC</th>
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<tbody>
<tr>
<td>09/01/14</td>
<td>08/18/14</td>
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<tr>
<td>09/16/14</td>
<td>09/02/14</td>
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<tr>
<td>10/01/14</td>
<td>09/16/14</td>
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Interested in learning more?

Visit the WSC Enrollment Packet Instructions:

- Instructions for each document
- Criminal Background Check Guidance

We are here to support you.
Call us or send an email

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Any Questions?

- Now it’s time for questions. Feel free to ask your questions aloud or use the chat feature.
- If we cannot address your question right away, we will follow up with resources.