

# **DIAL/SELF Youth and Community Services YouthServe AmeriCorps Program**

Site Partner Application  
Grant Cycle 2009-2012  
Year 2009-2010

Application Deadline: March 4, 2009



Please **email** all materials to:  
Kate Allen, YouthServe Director  
[americorps@dialself.org](mailto:americorps@dialself.org)  
If you have questions, feel free to call (413) 774 7054 x106.

YouthServe is a program of DIAL/SELF Youth and Community Services  
21 Abbott Street Greenfield, MA 01301  
YouthServe is funded in part through the Massachusetts Service Alliance.



YouthServe does not discriminate on the basis of color, race, national origin, sex, political affiliation, sexual orientation, religion, or disability.

All materials will be furnished in alternate formats upon request.  
YouthServe makes reasonable accommodations for interviews and for service.

## **DIAL/SELF Mission**

DIAL/SELF is a community-based non-profit agency that has been serving the youth and communities of Western MA since 1977. Our mission is to empower youth and young adults by creating and expanding positive opportunities and support in their communities. DIAL/SELF has hosted an AmeriCorps Program since 1996. Since our AmeriCorps Program's inception in 1996, 150 members have provided 250,000 hours of service to Franklin and Hampshire Counties. More information about the full services DIAL/SELF offers can be found on our website, [www.dialself.org](http://www.dialself.org), or by calling (413) 774-7054.

## **The AmeriCorps Network**

AmeriCorps is a national service network that provides opportunities for participants, called Members, to serve their communities and address local environmental, educational, public safety, or other human needs. In Massachusetts, there are currently over 20 AmeriCorps programs funded by the Massachusetts Service Alliance. For more information, please refer to [www.americorps.gov](http://www.americorps.gov) and [www.mass-service.org](http://www.mass-service.org).

## **YouthServe Overview**

YouthServe is a unique partnership between DIAL/SELF and agencies that provide critical youth services in Franklin and Hampshire Counties.

Each year, 18 YouthServe AmeriCorps Members are trained in Positive Youth Development Theory and use that theory to create positive opportunities for at-risk youth to be meaningfully involved in their communities. Members implement programs that empower youth by building their skills and their confidence. Members inspire youth achievement by modeling a professional, enthusiastic, and compassionate attitude toward community involvement.

YouthServe Members serve 35 hours per week at their sites, and spend 8 additional hours per week collaborating on youth-focused community projects. Each Member undertakes a specific, unique project that enhances the services offered on-site. In return for this service, sites provide Members with on-going training and supervision, as well as contributing a small cash match toward the Member stipend.

Each of YouthServe's partnering sites offers a compelling opportunity for Members to develop professional skills and get experience working directly with at-risk youth. Site Partners support Members in implementing Positive Youth Development strategies in their programs. The most successful sites offer Members flexibility to pursue personal interests and training to develop specific skills.

## **YouthServe Staff and Members**

YouthServe is overseen by a Program Director, Kate Allen. All fiscal matters are handled by DIAL/SELF's Senior Director for Finance and Administration, Irene Soucy.

YouthServe Members are full-time participants in AmeriCorps, which requires occasional participation in state-wide activities, and YouthServe, which requires attendance at 2-3 Corps Meetings per month and at occasional YouthServe activities and events.

YouthServe Site Partners are the agencies that host and directly supervise Members during the term. All Site Partners participate in a Site Partner Meeting three times per term.

### **Member Service**

Each Member must complete 1700 hours of service within his or her term. Terms run for approximately 10 months, beginning in mid-September and ending by mid-July. Each Member must perform an average of 43 hours per week during his or her term. This average allows for 4 weeks (20 days) off throughout the term.

Of the average 43 hours per week, the partnering site can plan to schedule the Member for 35 hours of service. The remaining 8 hours are for YouthServe to conduct all-Corps meetings, and to allow time for ongoing training and community projects.

### **YouthServe Objectives**

YouthServe has 3 objectives, which are required by AmeriCorps:

#### *Needs and Services – Youth Recognition*

Members will plan and implement one-time and ongoing opportunities for positive youth involvement, with a goal of furnishing recognition for youth efforts and accomplishments.

#### *Strengthening Communities – Sustainable Volunteer Leveraging*

YouthServe Members will generate community volunteers, both youth and adults, to help support local youth agencies and programs.

#### *Member Development – Civic Engagement*

YouthServe Members will participate in trainings on effective citizenship, showing an increase in their familiarity and comfort with approaches toward participating in civic life.

**NOTE:** Member position descriptions should be created to reflect both the positive youth development (youth recognition) and the volunteer leveraging objectives. Although the civic engagement objective is fulfilled primarily during Corps meetings and individual reading and reflection time, Site Partners are asked to assist in the completion of this objective by supporting members' work on the annual Youth Legislative Forum (see below).

To successfully accomplish our Site Partner objectives, we must meet the following standards in the 2009-2010 term:

#### *Youth Recognition:*

Members will organize at least 400 recognition events (collectively) for youth who have demonstrated positive community involvement, and at least 70% of participating youth will indicate an increase in the protective factor of recognition and a decrease in risky behavior (as evidenced by post-programmatic

surveys). In addition to on-site recognition events, Members collaboratively organize a spring recognition event open to youth from all YouthServe sites.

Sustainable Volunteer Leveraging: Members will organize 300 service opportunities and recruit at least 300 volunteers. Members will track volunteers gather data about volunteer satisfaction and repeat volunteers. By year 3 of this funding cycle (2011-12), 90% of volunteers will report being “very satisfied” with their service experience and will offer repeated service.

Member Civic Engagement: Members will complete 80 hours of civic engagement training (during Corps meetings and individual reading time), will organize and present the annual Youth Legislative Forum, and will report an increase in civic engagement upon graduation from the program. The Youth Legislative Forum is an opportunity for local youth to engage in discussion with state legislators and local elected officials in a roundtable format. Prior to the event, Members recruit youth in local schools and at their sites, and conduct trainings to prepare participating youth. Site Partners are asked to support this event by allowing Members some schedule flexibility for recruitment and training of youth, and, if appropriate, by sending youth from the site to the event.

### **Obligations between YouthServe and YouthServe Partners**

#### YouthServe will:

- Recruit enthusiastic, responsible, and committed Members for 10 months of service working with local children, youth, and young adults from at-risk backgrounds;
- Complete background checks for all Members, in accordance with AmeriCorps and EEC guidelines;
- Provide a pre-service orientation for Members, addressing relevant issues including guidelines for youth work, child and adolescent development, and conflict resolution;
- Provide Members with a living allowance (\$11,400 for full-time service), health insurance and child care benefits (for eligible members);
- Facilitate all-Corps meetings to provide members opportunities for team-building, training and planning, as well as additional program and clinical support.

#### YouthServe Partners are expected to:

- Create a high-quality, direct service Member position that has significant impact on youth in the community;
- Provide strong and consistent direct supervision for members, including weekly one-hour meetings with the Site Supervisor for planning and support;
- Make necessary schedule adjustments to support Members’ participation in required YouthServe meetings, trainings, service projects, and team-building activities, well as members’ participation in educational and professional development opportunities;
  - **NOTE:** Required YouthServe meetings and events include Corps meetings, Fall Ropes Course, AmeriCorps Opening Day, Youth Legislative Forum (and youth recruitment/training prior to event), a spring recognition event for youth, 1-2 networking/training events with other Western Massachusetts AmeriCorps programs, and YouthServe Member Graduation. Many of these events are scheduled at the

beginning of the term, and when events must be scheduled during the term, the YouthServe Director will make every effort to notify Site Partners in a timely manner.

- Ensure that YouthServe members do not participate in prohibited activities while serving in the program (for clarification on prohibited activities, see below);
- Attend regularly scheduled Site Supervisor meetings (three times per term) and submit all program-required forms in a timely manner;
- Increase public awareness of AmeriCorps members' contributions to meeting community needs;
- Pay a cash match of \$6000.

### **Prohibited Member Activities**

In a nutshell: AmeriCorps grant provisions prohibit Members from engaging in the following activities while performing their service: clerical work, politics, religion, union organizing, or fundraising. For a full list, refer to [www.americorps.gov](http://www.americorps.gov)

Most importantly, however: a Member position cannot duplicate or displace an employee position. This means a Member is not eligible to hold the same duties as an employee within the site, nor can any employee be released from their duties in order to accommodate a Member position. AmeriCorps Member duties, critical as they may be, must be supplemental duties.

### **Site Partner Selection and Eligibility**

Prospective Site Partners must be a 510(c)3 non-profit organization or a school that has been operational for at least one year and that has sufficient resources to pay the cash match. The organization must have at least one full-time staff person, or enough part-time staff to ensure that the Member can be adequately supervised. Preference will be given to organizations that have previously hosted members or that indicate an interest in hosting a member for the duration of the current funding cycle.

## Forms and Narrative Instructions

Email the following to Kate Allen ([americorps@dialself.org](mailto:americorps@dialself.org)) by noon on March 4, 2009:

1. **Face Sheet** with non-displacement certification (attached)
2. **Member Position Form** (attached)
3. **Narrative**
4. **Agency credentials** (IRS tax-exempt letter, resume of program supervisor, list of current board members). (Item #4 may be submitted via regular mail.)

### Narratives should address the following topics:

#### A. Brief Organizational Overview

Provide a brief description of your organization, including mission, major programs and services, location, staff size, and how you envision a YouthServe Member contributing to your organization.

#### B. Service Description

1. Description of program that Member will serve in and its relation to YouthServe's program objectives.
2. Description of the service(s) the Member is to perform.
3. Target population(s) to be served and the need for the service(s) to be performed.
4. Relation of your Member's service position to objective #'s 1 and 2 (see pages 4-5),
5. The outcomes (in relation to our standards) you will achieve through having an AmeriCorps Member and the method you will utilize to measure these outcomes.

#### C. Member Support

1. Describe the orientation and ongoing training the site will provide to the Member. Include who will be the Member's supervisor, what supervisory experience this person has, and what systems are in place to ensure consistent, goal-oriented supervision is being offered to the Member.
2. Describe your agency's experience in hosting interns, volunteers, and/or AmeriCorps Members, and your agency's capacity to support them effectively, given that the needs of interns/volunteers/AmeriCorps Members may be different than those of paid staff.
3. Describe the level of commitment your agency will demonstrate in supporting Member-led collaborations and the mechanisms through which you will support your Member in these collaborations (i.e., donating meeting space, allowing for some schedule flexibility, etc.)

#### D. Additional Comments.

Please include anything else you would like us to know when considering this application, including prior history of hosting AmeriCorps Members or collaborating with CNCS-funded programs.

**Important Note:** The narrative is the primary document that will determine Site Partner selection. The position description is a tool which will then be included in recruitment materials for prospective Members. Therefore, write the narrative with the Program Director in mind, but write the position description with a potential Member in mind.

**YOUTHSERVE PARTNER FACE SHEET  
2009-2010**

NAME OF AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON/TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

NUMBER OF MEMBERS REQUESTED FOR FULL-TIME SERVICE: \_\_\_\_\_

WILL MEMBER BE ABLE TO SERVE AT YOUR SITE FROM SEPTEMBER 2009 THROUGH MID-JULY 2010? \_\_\_\_\_

IF NO, PLEASE OUTLINE THE DATES: \_\_\_\_\_

WILL MEMBER HAVE ACCESS TO A DESK? \_\_\_\_\_ A PHONE? \_\_\_\_\_ A COMPUTER? \_\_\_\_\_

NUMBER OF CHILDREN AND YOUTH YOU EXPECT TO SERVE BETWEEN SEPTEMBER AND JUNE: \_\_\_\_\_

NUMBER OF VOLUNTEERS YOU EXPECT TO RECRUIT/MAINTAIN BETWEEN SEPTEMBER AND JUNE: \_\_\_\_\_

I CERTIFY THAT THE DUTIES PROPOSED FOR AN AMERICORPS MEMBER AT THIS SITE DO NOT DISPLACE AN EMPLOYEE OR POSITION AND DO NOT DUPLICATE THE ROUTINE FUNCTIONS OF PAID EMPLOYEES.

SITE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## YouthServe Member Position Description

Site:

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Member Title/Position: \_\_\_\_\_

Program (if applicable): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Age group(s) served:

☐ Middle school (11-14 years)

☐ High school and older (15+ years)

Site location(s):

Site(s) accessible by public transportation?

Site(s) wheelchair accessible?



**YouthServe AmeriCorps Member Position Description**  
2009-2010

Member Title/Position: \_\_\_\_\_

Agency/Program Mission:

Member Objective:

Duties and Responsibilities:

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Required Qualifications:

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Preferred Qualifications:

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Tentative Member Schedule: