

# Grinnell AmeriCorps Partnership

## 2019-20 Part-Time AmeriCorps Application (After School Enrichment Aide Positions)

Self-motivated, socially-minded individuals who have a passion for youth and education in rural America are invited to apply for a position with the Grinnell AmeriCorps Partnership program. Successful applicants will be matched with Grinnell area host organizations to support after school enrichment programming.



### How to Apply

Please review the attached position description and complete the application to describe your interest and qualifications. Responses do not need to be submitted on the application form itself, but answers must be typed and may not exceed 100 words for any question.

### Eligibility and Member Selection

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the basic eligibility requirements. Preference will be given to applicants who meet additional qualifications.

### Member Benefits

AmeriCorps Service Members are eligible to receive a range of benefits. See the full list of member benefits in the position description.

### To Submit Your Application

Submit completed applications to:  
Community Enhancement & Engagement,  
Grinnell College, Goodnow Hall, 1118 Park  
Street, Grinnell, IA 50112  
[americorps@grinnell.edu](mailto:americorps@grinnell.edu)

### Application Timing

The deadline to apply is Monday,  
September 9, 2019.

### For More Information

For more information, visit the program website at [www.grinnell.edu/about/offices-services/community-enhancement/grinnell-ameri-corps-partnership](http://www.grinnell.edu/about/offices-services/community-enhancement/grinnell-ameri-corps-partnership) or contact us:  
Grinnell AmeriCorps Partnership, Grinnell College, 1118 Park Street, Grinnell IA, 50112, (641) 269-3900  
[americorps@grinnell.edu](mailto:americorps@grinnell.edu)

### About AmeriCorps

AmeriCorps engages more than 75,000 members in intensive service annually to serve through nonprofit, faith-based, and community organizations at 21,000 locations across the country. These members help communities tackle pressing problems while mobilizing millions of volunteers for the organizations they serve. Since 1994, more than one million Americans have provided more than 1.2 billion hours of service to their communities and country through AmeriCorps. For more information, visit [NationalService.gov](http://NationalService.gov). AmeriCorps is a program of the Corporation for National and Community Service, a federal agency that engages more than five million Americans in service through its AmeriCorps, Senior Corps, Social Innovation Fund, and Volunteer Generation Fund programs, and leads the President's national call to service initiative, United We Serve.

# Member Service Application *(page 2)*

## I. After School Enrichment Aide Position Description

After School Enrichment Aide Members will serve directly with students in existing community-based After School programs. Members will implement literacy-based enrichment activities under the direction of Host Site Supervisors.

### The After School Enrichment Aides will:

#### A. Receive Training

Receive orientation and site-specific training from AmeriCorps Program Staff and Host Site Supervisor(s) to prepare for responsibilities:

1. Required AmeriCorps Basics
2. About the Grinnell AmeriCorps Partnership
3. After School Enrichment Aide Basics
  - 3.1) About the After School Programs
  - 3.2) Day-to-Day Responsibilities
4. Serving With Children Safely and Effectively
  - 4.1) Protection of Minors
  - 4.2) Code of Conduct
  - 4.3) Behavior Management Strategies
  - 4.4) Instructional Strategies (for example: enrichment activities, homework help, literacy activity planning, and social and emotional strategy activities).
  - 4.5) Site-Specific Policies

#### B. Serve Directly with Children in After School Programs

Under the direction of Host Site Supervisor and Host Site Staff, this may include:

1. Provide supplemental supervision of children
2. Create, plan, and facilitate small and large group literacy-based education and/or enrichment activities;
3. Provide one-on-one time helping youngsters improve reading skills and assisting with homework; and
4. Conduct literacy-based play activities with children, such as running, kneeling, squatting, sitting on the ground, bending and jumping.

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## C. Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

1. Be at least 17 years of age at the commencement of service.
2. Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
3. Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
4. Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check).

## D. Additional Qualifications

In addition to basic eligibility requirements, preference will be given to candidates who:

1. Have interest or experience in education
2. Are organized, self-motivated, reliable, and dependable
3. Have demonstrated ability to work with other people in order to get something done
4. Have strong oral and written communication skills
5. Interested in using their talents to serve the greater good
6. Can comfortably speak, read and write English
7. Have basic computer skills that include navigation of online resources and E-mail

## E. Service Guidance

1. Available to start/end service term: October 7, 2019 – May 15, 2020
2. Required Service Hours: AmeriCorps Members will complete a minimum of **300** hours during the service term.
  - a. Sick time, vacation time and holidays are not counted toward required service hours.
  - b. Members may not spend more than 20 percent of their service hours receiving education or training and no more than 10 percent of their service performing fundraising activities.
3. Ability to serve approximately **10** hours per week. Anticipated service hours are 3:15 p.m. to 5:15 p.m., Monday through Friday with occasional afternoons, nights, weekends, and holidays as required for host site needs.
4. Ability to attend day-long trainings as required by the program and complete all program evaluation requirements such as: Member Experience Survey and End of Term Evaluation

## F. Benefits

AmeriCorps Service Members are eligible for the following service benefits:

1. **Living Allowance.** 2019-20 After School Enrichment Aides will receive \$2,500 for minimum time (300 hour) service.
2. **Education Award.** Upon successful completion of service, service members are eligible for an education award. The education award is good for up to seven years. If the member is 55+, the award may be transferred to a child, grandchild, or foster child. For minimum time service, the award benefit is \$1,289.95. More information about the Education award can be found at: [Americorps Segal Education Award](#)
3. **Loan Forbearance.** Qualified student loans are eligible for forbearance during AmeriCorps terms and many AmeriCorps Members qualify for income-based deferment of their student loans. (For more information on deferment/forbearance, visit: [Student Aid Loan Deferment Forbearance](#).)

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## II. Member Service Application for After School Enrichment Aide

### 1. PERSONAL INFORMATION

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### 2. BASIC ELIGIBILITY

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements. Please certify that you meet the basic eligibility requirements by checking each circle below:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent work experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States.
- Ability to successfully complete and pass required background checks {including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; 3) a state of residence check if applicable; and 4) a fingerprint-based FBI check}.

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## SHORT ANSWER QUESTIONS

Please answer each of the questions in the space below. You do not need to answer these questions on this form, but if submitting your answers separately, please type your responses and do not exceed 100 words for each question.

### 3. INTEREST AND EXPERIENCE

- A. GENERAL INTEREST. Please explain why you want to serve as an After School Enrichment Aide with the Grinnell AmeriCorps Partnership.
- B. EXPERIENCE. What evidence is there in your background that indicates that you have the experience to perform the service requirements outlined? Make sure to consider your paid and non-paid experience when describing your relevant background.
- C. EDUCATIONAL ISSUES. This service opportunity is focused on educational issues in a small rural town. Please describe any particular interest or experience in rural education, if any.

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D. COMMITMENT. What evidence is there in your background that indicates your ability to fulfill the required service 300 hour minimum-time in the position description and serve through the duration of the term of service (as outlined on page 3)?

E. COLLABORATION. Describe one example of a time you have successfully collaborated with others to complete a project.

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## 4. RESUME AND REFERENCES

- A. RESUME. Please include a current resume with your application (not to exceed one page).
- Resume Attached
- B. REFERENCES. Please list 3 references (non-family members) that we may contact who can attest to your work ethic and performance.

### Reference #1

- Name: \_\_\_\_\_
- Company/Organization: \_\_\_\_\_
- Relationship to You: \_\_\_\_\_
- Phone: \_\_\_\_\_
- E-Mail: \_\_\_\_\_

### Reference #2

- Name: \_\_\_\_\_
- Company/Organization: \_\_\_\_\_
- Relationship to You: \_\_\_\_\_
- Phone: \_\_\_\_\_
- E-Mail: \_\_\_\_\_

### Reference #3 (optional)

- Name: \_\_\_\_\_
- Company/Organization: \_\_\_\_\_
- Relationship to You: \_\_\_\_\_
- Phone: \_\_\_\_\_
- E-Mail: \_\_\_\_\_

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## 5. ADDITIONAL INFORMATION

Please share anything else you would like the program manager to know, explaining why you should be selected for the specific service opportunity for which you are applying.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

With my signature, I certify that I meet the basic eligibility requirements and that the facts put forth in this application are true to the best of my knowledge. I also acknowledge my understanding that citizenship verification, federal, and state background checks are required to serve as an AmeriCorps member in the Grinnell AmeriCorps Partnership.

APPLICATION CHECK LIST. Please ensure you have included the following elements in your application:

- Completed Application Form
- One-Page Resume