



**A Member of the AmeriCorps® National Service Network**

## **Pre-application Information Packet and Questionnaire**

Contents:

- Member Selection Process
- Position Announcement
- Questionnaire
- Disclosure/Consent Form
- Eligibility Documents Form

**This program is available to all, without regard to race, color, creed, national origin, disability, age, gender, political affiliation, religion, marital status or any other legally prohibited class.**

### **Member Selection Process**

We would like to thank you for your interest in our program!

A questionnaire and two forms (consent/disclosure form and eligibility form) are included in this packet/file. The questionnaire presents information that will help you decide if you would like to be involved with our AmeriCorps program.

Please read all the information and respond to all of the questions in the KCR-AmeriCorps QUESTIONNAIRE before following the steps (beginning with number 2.) outlined below.

#### **The selection process:**

1. Prospective members complete the Pre-application Information Packet and Questionnaire
2. Prospects who complete the Pre-application Information Packet and Questionnaire then receive a formal application and two reference forms for completion.
3. After receiving completed applications and references; staff review the application and then conduct reference checks.
4. If appropriate, an interview is scheduled. The interview includes a review of the essential functions of KCR-AmeriCorps and positions that are available.
5. After the KCR-AmeriCorps interview, program staff will determine if an applicant is eligible to be forwarded on to a prospective host site.

6. When an application is forwarded to a host site, the host site will contact the applicant directly to set up their own interview with the applicants that display the qualifications that they are looking for.
7. The applicant will be notified in writing of the program's decision.

### **Positions**

- Positions are generally available in a variety of projects related to Education (Tutor/Mentor), Dispute Resolution, Environmental Stewardship, Housing, Homeless Advocacy, Employment & Training, and Head Start/Childcare. Sites may vary year to year.

### **Effective Date**

- September 2020 through July 2021

### **Compensation**

- \$1,400 per month living allowance
- Basic medical insurance – if eligible
- Childcare Benefits – if eligible
- \$6,195 education award upon completion of all national service requirements (may be pro-rated depending on actual term of service/number of hours served)

(Due to Federal Budget Cuts, the amounts listed may change. If this occurs, an updated notice of compensation will be provided)

### **Schedule**

- 40 hours/week, plus a once a month community service projects during the term.
- Extra service projects may require evening and weekend hours.
- Typically, 8-5, Monday through Friday, with exceptions as noted above. (School start times may vary from above)

### **Eligibility**

- U.S. Citizen, U.S. National, or lawful permanent resident alien of the U.S.
- At least 17 years of age; there is no upper age limit.
- High school diploma or equivalent.
- Pass a National Sex Offender Registry check, and Washington State Background check and a FBI background check and drug screen.
- It takes unique people to dedicate nearly a year of their lives to service. We appreciate those who bring a can-do attitude, a sense of humor, a zest for learning, and enthusiasm! You must be willing to work with a diverse team and be committed to the idea and practice of service as a way to improve yourself and the lives of others. Self-discipline and motivation are central to success.

### **Qualifications Required**

- Demonstrated interest in service, citizenship education, and helping others serve.
- Ability to develop rapport and work/communicate well with a diverse community.
- Willingness/ability to accept and carry out oral and written instructions.
- Ability to work as part of a team and exercise personal initiative when necessary.

- Ability to quickly learn methods and materials used in a variety of service situations.
- Ability to work within designated boundaries of authority and confidentiality.
- Ability to assist service site staff to implement organizational objectives related to reading, math, emergency preparedness, volunteer coordination, and/or program development and management.
- Ability to follow schedules and meet deadlines.
- Demonstrated punctuality and good work attendance record.
- Ability to monitor individual students/clients, volunteers, groups and various events.
- Demonstrated interest in participating in regular, various meetings and trainings.

#### **Qualifications Required (continued)**

- Willingness to prepare and deliver educational presentations and activities to team members and the general community.
- Ability to perform basic record-keeping, basic arithmetic calculations and reporting.
- Ability to use English in verbal and written form, using correct grammar, punctuation, and spelling.
- Ability to read/interpret/apply rules, regulations, and policies.
- Significant physical abilities include ability to sit and stand for prolong periods, reaching/handling, talking/hearing quiet conversations, and near/far visual acuity.  
(Persons with disabilities are encouraged to apply.)

#### **Qualifications Desired**

- Experience, paid or volunteer, with school-age children, community organizations, or social/educational service.
- Background in community service.
- Computer skills: Microsoft Word (word processing) and Microsoft Excel data entry, web-based email including attachments.

#### **Duties**

- Demonstrate professional conduct and positive communication through words and deeds.
- Individually, and as part of a team, plan and conduct various National Service activities.
- Administer tests or surveys for the purpose of evaluating students'/clients' progress.
- Assist other members and service site personnel as may be required.
- Recruit, organize, manage and provide recognition for community volunteers.
- Regularly confer with teachers or service site staff.
- Participate in regular, various meetings and training.
- Represent KCR-AmeriCorps in the broader community.
- Track services provided on a daily basis; produce regular reports of results of service activities.
- Wear prescribed uniform at required times and at all community projects.
- Comply with all program guidelines and safety rules and regulations.
- Follow the host site position description to direct daily tasks.

**Offers to enroll in KCR-AmeriCorps are conditional upon passing fingerprint screening, drug test if applicable, and reference checks.**  
For more information, call **360-473-2015**

NAME \_\_\_\_\_ Ph. \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

## KCR-AmeriCorps Questionnaire

### Program Eligibility

1. To be eligible to enroll in AmeriCorps, you must meet the qualifications list below.

***Place a check next to each of the following qualifications you meet:***

- I am a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- I will be at least 17 years of age at the time of enrollment.
- I have a high school diploma/GED or will obtain one while serving in the program.

2. There are certain documents that you will need to present in order to enroll.

***Place a check next to each of the documents you are able to provide before enrolling:***

- Social Security Card
- Certificate of Birth, Permanent Resident Card, Alien Registration Receipt Card, or Enhanced Driver License Card.
- Driver's Licenses or State-Issued ID Card
- Copy of high school diploma or GED equivalent

3. You will be required to pass certain pre-employment screenings.

***Please check which of the following you would be willing to complete:***

- WA State Criminal Background Check and F.B.I. Fingerprinting along with other State checks as applicable.
- National Sex Offender Registry Background Check
- Pre-Employment Drug Screening (if applicable)

### Getting Things Done

4. The centerpiece of the AmeriCorps ethic is "Getting Things Done." This means improving communities by helping to solve problems in the areas of education, emergency preparedness, and various other human needs.

**Our major goals are to:**

- a. Help local non-profit organizations to assist with youth and adults in various human services activities. Such as housing, homeless advocacy, childcare, dispute resolution, environmental stewardship, employment & training.
- b. Recruit, support and manage community volunteers.
- c. Support the development of reading and math skills by providing elementary and middle schools with caring adult tutors.

Which of these areas are of interest to you?

What experience, commitment, interest or passion would you bring to these projects?

5. All projects require a certain level of competency in reading, math, resource development, organizing, communication, teamwork, computer skills and planning skills.

Do you have the required competencies/experience necessary or the ability to attain them quickly? Yes No

Are you willing to demonstrate the required competencies through a test and/or interview with a host site? Yes No

6. While serving in various sites in Kitsap County, members may be asked to perform a variety of tasks.

Please rank the following tasks, or potential assignments, **Place a 1 on your favorite task, 2 on your next favorite, etc. ending up with a 10 on your least favorite task. If there is a task you would refuse to perform, write or click in the box "X" on that line.**

- \_\_ Mentor youth and/or young adults to succeed in school and/or life
- \_\_ Assist with program development
- \_\_ Process daily paperwork and write reports on your activities/what you learned

- \_\_ Administer surveys
- \_\_ Learn about yourself and others through training
- \_\_ Develop or manage programs that address various human needs
- \_\_ Tutor elementary school children who are struggling with reading and/or math
- \_\_ Tutor middle school children who are struggling with reading and/or math
- \_\_ Recruit, train, manage and recognize volunteers
- \_\_ Work with a team to plan and implement community projects and events

**7.** Members are required to serve a minimum of 1,700 hours during their term of service. To do this, they typically invest at least 8 hours in each service day. You may also need to attend evening and weekend events. Are you able to invest the hours needed? Yes No

**Please note that although many members may serve in school settings, time off for students is not necessarily time off for members.**

**8.** During the program year, we have monthly service projects that we are required to plan and implement. – Some required dates may fall on National Holidays. These service projects are typically on Fridays but some may be done on the weekend.

- This schedule is fine
- I might have difficulties making all of these commitments

## **Member Benefits**

### **Training**

**9.** You will be helping children and adults struggling with a wide variety of issues in their lives. One of the most common concerns among prospective members is that they have little or no experience in the areas where they will serve.

Since it's not unusual for some people to have limited prior experience, one of the goals of the program is to equip all members with important knowledge and skills before they begin serving at their host sites. In keeping with our goal of fully engaging all members to the best of their abilities, we do expect that experienced members with strong skills play a supportive role.

As part of your service experience, you will participate in activities designed to develop or enhance your skills in: communication, conflict resolution, planning, evaluating, problem-solving, presentation and project development, and much more. You will also

receive specific training from those host sites that sponsor the project on which you will be working.

In which of the areas listed above do you feel a particular need to develop?

What else might be useful to you?

**10.** Regularly-scheduled team meetings are held. These required meetings give members an opportunity to share successes, challenges and ideas, get to know each other, and be part of the larger service movement. At times, meetings may include training specific to your service, team building, leadership, and civic engagement or other relevant training, and program business.

As a team member, you will be required to lead at least one of these meetings.

Are you willing to plan and facilitate a team meeting?  Yes  No

Staff is more than willing to help you accomplish this goal.

Do you feel that you will need additional training and/or help facilitating a team meeting?  Yes  No

**11.** Once or twice a year, some members may travel out of the area to attend training or service activities. These events may be a long 12 hour day. Children and/or spouses of members cannot attend these activities.

Are you interested in participating in any of the possible extended out-of-the area training sessions?  Yes  No

### **Member Benefits**

#### **The Education Award**

**12.** The greatest tangible benefit of serving in an AmeriCorps program is the receipt of the education award. At the end of a term of service eligible members receive a voucher to assist with future or past education expenses.

Here is some important information about the award:

- Members may earn up to two education awards.
- The education award is taxable in the year(s) it is used.

- The institution where you plan to study determines expenses to which the award can be applied. Check with the institution directly to see what expenses are eligible.
- Only a successfully completed term of service provides the benefit of the education award. If a member must leave the program early for a compelling reason, he or she may receive a partial award; otherwise, the entire education award is forfeited.
- Members must be 18 years of age or over and possess a high school diploma or GED to be eligible for the education award.
- The education award may be used up to seven years after the term of service for which it was earned.

What is your current educational level?

Pre-GED

Post-GED

High School Diploma

Some College

College Degree

Graduate Degree

### **The Living Allowance**

**13.** One of the reasons AmeriCorps is called “the Domestic Peace Corps” is because the service experience is meant to help members learn what life is like for the low-income people they will serve.

- AmeriCorps members are not employees and they do not hold “jobs.”
- Rather, members offer their time in service to their communities and are provided a monthly financial living allowance.

### **Insurance**

**14.** Members may receive coverage under a basic health insurance plan. This plan does not provide any dental & vision coverage and is available for the member only. It does not cover the member’s spouse and/or dependents.

### **Leave Benefits**

**15.** There is no vacation or holiday time built into your 1700 hours of service. You will be an integral part of the programs at the service site where you are placed. Your service site will rely on your dependability to make their program succeed. Personal leave is granted during suitable periods in your service site’s schedule only when approved by your host site and the program director.

- Any time away from your service site requires advance approval.



## The Challenges

**16.** Working with children, adults, seniors (and even other team members) requires patience and understanding for the uniqueness that each and every one of us brings to this service opportunity.

- Take a few minutes to consider and make note of the experience you have had working with diverse groups and whether or not you enjoyed those experiences.

**17.** Past and present members say that organizational skills are important, and that those who don't have them at the beginning of the program year will have them by the end.

The reports you complete track the impact of the work you do with clients and provide an overall measure of the value of various projects. All of the paperwork has deadlines that must be met if the program is to continue. You will be responsible for compiling information using specific forms and evaluation tools. This process requires daily record keeping. You will also be asked to complete regular reports that include reflections of your experiences. You will participate in periodic evaluations with your supervisors.

- What reporting experience have you had that has prepared you for this?

Are you willing and able to meet paperwork deadlines? Yes No

**18.** AmeriCorps members have found that they must sometimes be flexible in the time they invest in their service. One service day may be seven hours long, and the next might be nine.

Will you be flexible in handling work situations that might require staying late or arriving early? Yes No

**19.** Members wear the standard, full uniform – a shirt provided by the program during certain public activities where program visibility is important. When not in uniform, members dress according to the standards for a professional employee at their host site. **At all times members will wear either an AmeriCorps shirt or a button that signifies that they are an AmeriCorps member.**

Are you willing to follow this dress code? Yes No

**20.** To ensure members can focus on service assignments, it may be important to limit the number of credits they can take at schools of higher education. AmeriCorps

members are generally set the limit to 8 credit hours per quarter or semester during their term of service.

Can you complete your full term of service with understanding the expectations and these challenging limits? Yes No

### Skills & Traits for Success

**21.** One of our goals is to develop and enhance important skills needed for success during their term of service and beyond. This helpful training is free to you and occurs during your regular service hours. At the beginning of the year, members spend one week in training before they are assigned to a site. Topics include communication skills, conflict resolution, leadership skills, team building and public relations. Then, throughout the year, there are refreshers, opportunities to explore potential careers, project planning, team development work, and more.

How would you rate your interest in participating in these activities?

Low Moderate High

**22.** The following are some characteristics of the ideal AmeriCorps member.

We don't expect all, or any, members to score "strong" on all of the characteristics. After all, we're only human, meaning that we come with differing strengths and growing edges (areas that could use improvement). One of the challenges each of us face is to be aware of which are which; we can only improve on those characteristics where we rank low if we're aware of, and honest about, our actual rating.

Please rate yourself, *candidly*, on the following:

	Strong	Medium	Low
Self-Directed	_____	_____	_____
Committed to serving others	_____	_____	_____
Proficient at completing detailed paperwork	_____	_____	_____
Team player	_____	_____	_____
Accepting of professional expectations	_____	_____	_____
Honest	_____	_____	_____
Able to work with difficult people/situations	_____	_____	_____
Likes children	_____	_____	_____
Interested in personal growth	_____	_____	_____
Professional appearance	_____	_____	_____
Dependable	_____	_____	_____
Solid work ethic (reliable, dedicated)	_____	_____	_____
Enjoys learning	_____	_____	_____

Accentuates the positive	_____	_____	_____
People person	_____	_____	_____
Open to new experiences	_____	_____	_____
Sense of humor	_____	_____	_____
Adaptive to change	_____	_____	_____
Can-do attitude	_____	_____	_____
Patience with others as they learn	_____	_____	_____
Willing to fix problems, not place blame	_____	_____	_____

**More Skills & Traits for Success**

23. What past experiences have you had working as part of a team?

What did you learn about teamwork from those experiences?

Do you think you were a productive, successful member on those teams?

Yes     No    Why?

24. Are you able to accept and learn from constructive feedback?  Yes  No

**Money Matters**

25. This would be a good time to calculate whether or not the living allowance is enough to pay for your own transportation to and from your service site, vehicle expenses, insurance, food, housing and all other expenses you need to cover for the next year.

Here is some helpful information to consider:

- An AmeriCorps member’s living allowance does not affect his or her eligibility for food stamps, Section 8 housing and public housing.
- If the idea of using food stamps is new to you, the Corporation for National Service encourages you to try it in order to develop empathy for the people you will be serving.
- A member’s living allowance may affect his or her eligibility for need-based programs funded under the Social Security Act, such as AFDC or TANF, Supplemental Security Income, and Medicaid. **Check with your case worker before applying!**

- If you have dependent children under 13, ask us about your eligibility for AmeriCorps childcare subsidy.
- It is more difficult to stretch the living allowance to cover month-to-month needs if you are single and living on your own. Taking on a roommate or living with local relatives can help ease financial challenges.

**Money Matters** continued...

- To stay balanced, it's best to not have more than ten hours of outside work per week.

Can you meet your living expenses with the living allowance stated in the position announcement?

Yes                       No

Do you think you will seek outside work to help pay your bills?

Yes                       No

**Top 20 Tips from Graduates**

The following tips are bits of advice past AmeriCorps graduates want to pass along to future and prospective members:

- If you are joining the program just because you need a job, you're not joining for the right reason. Get out before you get in!
- If you are joining because you are motivated by achieving personal satisfaction, long-term educational goals, or helping others, remembering these reasons will help carry you through.
- Be a team player; it may be the most important thing you get out of this year.
- Appreciate that you are there to serve your host site, not change it.
- Negativity breeds negativity. Always look for the "good."
- You have the power to choose how any experience will affect you; even unpleasant situations have something valuable to teach.
- Remember that you are making a positive difference in the lives of others.
- Adjust to diverse approaches and the people who offer them.
- Complete the paperwork. It gives information to others about all the work that we do. Keeping a daily log makes the weekly monthly reporting much easier.
- Think of training as a way to get to know yourself.
- If you have a second job, make sure it's low-stress.
- If you have children, line up a backup childcare provider – one for emergencies!
- Plan to pay income tax on your education award the same year you use it.
- Use all the resources available to you (i.e. food stamps, child care subsidies, etc.).
- Learn the AmeriCorps Pledge; you never know when it might be handy!
- Keep in contact with your Team Supervisor; they're there to help you.
- Ask for help before you become overwhelmed.
- Think of your service as a mound of clay waiting to become a piece of art!

- Be willing to expand beyond your comfort zone; the rewards are surprising.
- Whether you are young or old, you have something valuable to contribute, and something important to learn.

## **Next Steps...**

### ***If you are ready to proceed with the application process:***

1. Please submit the Pre-Application Information Packet & Questionnaire by email or in person.
2. Upon invitation, come to our office to pick up an official application or it may be emailed to you. In person is always recommended and use of our computers to complete the application process is available.
3. After completing the application, return it to our office and bring in your driver's license, or identification.

If you have any questions not addressed by the information in the packet, please call us.

### **Thank you for considering joining our team:**

#### **Shin Morones**

#### **AmeriCorps Coordinator**

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