



AmeriCorps Service Site Recruitment Procedure Agreement 2025-2026 Grant Year

Overview:

Montana Campus Network for Civic Engagement (MCNCE) serves as an intermediary for the placement of AmeriCorps members and ensures the compliance of programs with federal regulations as described in Title 45 of the U.S. Code. This Recruitment Procedure Agreement describes the responsibilities of MCNCE and of AmeriCorps service site partners in recruiting and placing candidates for an AmeriCorps position. This agreement applies to positions scheduled to begin in 2025.

Service Site Requirements and Responsibilities:

Service sites bear the following responsibilities in the recruitment of AmeriCorps members:

1. Provide MCNCE with a Position Description, and make any clarifications, corrections, or edits to the Position Description as requested by MCNCE.
2. Conduct an informational interview with any candidate whom MCNCE provides to the site as a match.
3. Complete a "Candidate Acceptance/Rejection Form" for all candidates whom MCNCE provides to the site as a match. (The form will be provided at the time of the match.)
4. Post information about the organization's open AmeriCorps position(s) to any employment opportunities page maintained by the organization (e.g., a "Join Our Team" page on the organization's website), if organizational policies to do prohibit doing so.
5. The service site supervisor must attend a required AmeriCorps recruitment training in February 2025. Or, if the project is approved after the recruitment training in February 2025, attend a subsequent training at the direction of MCNCE staff.
6. Post fliers about the position locally.
7. Post to the organization's social media about the position.
8. Announce the position in newsletters, at staff meetings, and at board meetings.
9. Coordinate with partner organizations to share the position through their networks.
10. Identify clients, students, volunteers, community members, and/or other stakeholders who may be a good fit for the position and encourage them to apply.
11. Take other reasonable actions to generate candidates, including actions that would be taken when recruiting for a staff position.

Local Recruitment Discount:

If the service site conducts its own recruitment and successfully identifies a candidate from the local area who is then approved for placement by MCNCE, the site will be eligible for a **\$1,000 discount** off of the host site cost share. To qualify for this discount, the service site must:

- Conduct outreach and recruitment efforts to identify local candidates.
- Forward any locally sourced and completely eligible candidate(s) to MCNCE for review and approval by the deadline provided.
- Ensure the candidate completes all required steps in the application process.
- Ensure that the candidate is a Montana resident.

MCNCE will provide resources to assist sites in recruiting locally but expects service sites utilizing this option to assume primary responsibility for these efforts.

MCNCE Recruitment Responsibilities

Montana Campus Network for Civic Engagement bears the following responsibilities in the recruitment of AmeriCorps members:

1. Create and post listings for AmeriCorps positions to my.americorps.gov.
2. Maintain information about available positions at www.mtengage.org.
3. Guide candidates through the application and enrollment process.
4. Review candidate applications.
5. Collect and review candidates' professional references.
6. Conduct interviews with candidates to determine suitability for AmeriCorps service.
7. Collect application supplement forms from candidates.
8. Ensure that candidates meet AmeriCorps eligibility requirements.
9. Announce proposed matches to service site supervisor, and provide copies of the candidate's application materials.
10. Provide service sites with a modest collection of resources to support them in attracting local applicants. These resources may include: templates for flyers, templates for social media posts, AmeriCorps messaging recommendations, shareable information about AmeriCorps service and associated benefits.
11. Create and post listings to job services such as Indeed and the Montana Nonprofit Association jobs board.
12. Create and publish social media posts featuring specific AmeriCorps position openings or AmeriCorps position openings in general.
13. When funding permits, create and publish paid advertisements or features for AmeriCorps positions.
14. Identify potential candidates in the AmeriCorps applicant database, and personally encourage these candidates to submit applications to MCNCE positions.
15. Conduct community outreach activities to encourage applications to AmeriCorps positions, such as attending career fairs, tabling on college campuses, etc.
16. Conduct AmeriCorps enrollments of candidates who have been recruited and placed for service.
17. Perform other actions to generate candidates and promote awareness of AmeriCorps programming.

Description of Recruitment Process:

The MCNCE recruitment process is based upon a system of matching candidates to service sites. In this system, MCNCE makes use of information provided by the service site and by candidates in their application materials to perform matches based upon candidate skills, qualifications, interests, and service site preferences. Service sites will never receive more than one candidate to consider at a time. When MCNCE proposes a candidate match to a service site, they must conduct an informational interview with the candidate and confirm or reject the candidate by the deadline that MCNCE provides. Failure to conduct an informational interview or confirm the candidate by the deadline may result in MCNCE providing the candidate as a match for a different service site.

The following are reasons that a service site may reject a candidate who has been matched to their organization:

- Candidate asked not to be considered;
- Candidate failed to respond to repeated communications from the service site;
- Candidate indicated that they do not meet advertised requirements for the position.

A service site **may not** reject a candidate for any reason that is predicated upon any of the following criteria: race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

The following are the steps in the recruitment process:

1. MCNCE and service sites advertise positions.

2. Candidate submits application to an MCNCE AmeriCorps position at my.americorps.gov.
3. MCNCE staff welcome candidate and review application.
4. MCNCE staff request application clarifications from the candidate and collect any references missing from the application.
5. MCNCE staff send instructions to qualified candidates to schedule an interview and to complete a short application supplement form.
6. The candidate attends their scheduled interview with an MCNCE staff member.
7. Based upon the skills and service site preferences of a qualified candidate, MCNCE staff identify the most suitable service site for the candidate.
8. MCNCE staff provide the candidate an invitation to serve with the MCNCE AmeriCorps program and inform them of the service site to which we would like to match them.
9. The candidate accepts their invitation to serve and agrees to schedule an informational interview with their service site match.
10. MCNCE staff alert the candidate and the service site supervisor to the proposed placement match.
11. MCNCE staff provide the candidate's application materials to the service site supervisor.
12. The service site supervisor reviews the candidate's application materials and contacts the candidate to schedule an informational interview.
13. Following the informational interview, the service site completes a "Candidate Acceptance/Rejection Form" and returns it to MCNCE.
14. MCNCE staff confirm acceptance of the placement with the candidate.
15. MCNCE staff provide official confirmation of the placement to the candidate and service site, and provide the candidate with instructions to complete their AmeriCorps enrollment.

Note about the application supplement: The application supplement is a short form that MCNCE requires of all candidates. It is used to collect several pieces of information that are not captured in the application candidates submit at my.americorps.gov. Importantly, in the application supplement candidates are asked to list the three MCNCE AmeriCorps positions that most appeal to them. A portion of their interview will focus on their interest in each of these sites. Most commonly, a candidate will be offered a position with one of these three preferred service sites; although, under some circumstances MCNCE may offer a candidate a service site they have not listed if MCNCE determines that they will be better qualified or more successful at a site they have not listed.

Note about the informational interview: When MCNCE announces a proposed match, it is the service site supervisor's responsibility to contact the candidate to schedule an informational interview. MCNCE does not provide requirements for the content or structure of the informational interview, leaving it to the discretion of the service site to determine who will participate and what questions will be asked of the candidate. However, service sites are encouraged to conduct the informational interview with an informal tone and to view it as an opportunity to develop a rapport with the candidate while giving them a sense of the culture and coworkers they will encounter if they enter service with the organization. It is important to be aware that in the match announcement MCNCE will provide a deadline of ten business days for the service site to return a "Candidate Acceptance/Rejection Form". Please be aware of this short window for action and have a plan in place for conducting informational interviews before receiving any candidates. In the event that an AmeriCorps placement deadline is approaching, MCNCE may have to provide a deadline of fewer than ten business days.

AmeriCorps Eligibility Criteria

The following are the eligibility criteria for an individual to serve in the MCNCE AmeriCorps VISTA Program.

1. Be at least 18 years of age on the first day of service.
2. Hold one of the following citizenship or legal residency statuses: US Citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state. Examples of persons legally residing within a state may include those holding the following classifications: refugee, asylee, temporary protected status throughout VISTA service, and holding Deferred Action for Childhood Arrivals (DACA) status.
3. Must not be registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry.

4. Must not have been convicted of murder, as defined in 18 U.S.C. 1111.
5. Must be willing to consent to a National Service Criminal History Check.
6. Must not show a pattern of previous criminal behavior that may endanger or adversely impact the beneficiaries, staff, or volunteers of MCNCE, AmeriCorps, or of the service site. Or of a pattern of non-criminal behavior that may result in the same.
7. Must hold a Bachelor's or higher degree. Or, hold an Associate's degree and be able to demonstrate relevant work experience.
8. Must submit an application to MCNCE via my.americorps.gov.
9. Must submit an application supplement form to MCNCE.
10. Must provide two professional references. Professional references will generally encompass the following: Work supervisor, volunteer supervisor, professor, instructor, academic advisor, athletic coach, member of the clergy, or other individual deemed suitable by MCNCE staff. No more than one professional reference may be from a coworker. No references may be accepted from a member of the candidate's immediate family, including their parent, sibling, aunt, uncle, grandparent, or cousin.
11. Must attend an interview with an MCNCE staff member.
12. Must attend an informational interview with the service site supervisor.
13. Must provide satisfactory responses to all application, application supplement, and interview questions, and provide clarification, correction, or elaboration when requested by MCNCE staff.
14. Must complete all actions requested by MCNCE by the deadlines provided by MCNCE.
15. Must be approved for service by the service site supervisor.
16. Must receive final approval for service after review by the AmeriCorps VISTA Mountain Region office.

Recruitment Timeline:

Date	Event
February 5-12, 2025	Priority Application Period
February 12, 2025	General recruitment period begins.
February 13, 2025	Recruitment Training for site supervisors via Zoom.
February 19, 2025	On Wednesday, MCNCE staff will meet to review candidates who have attended an interview and are ready to be considered for their service site match for each candidate. MCNCE staff will provide candidates with invitations to serve, and will alert service sites if a candidate has accepted an invitation to service with their AmeriCorps position.
July 21, 2025	Deadline for applications to August 25 th AmeriCorps VISTA positions.
July 28, 2025	Deadline for applications to AmeriCorps College Coach positions.
August 25, 2025	Start date for AmeriCorps VISTA positions.
September 3, 2025	Start date for AmeriCorps College Coach positions.

By signing below, I indicate that our organization agrees to the Recruitment Procedure Agreement for the 2025-2026 Grant Year.

Organization _____ Name of Service Site Supervisor _____

Signature of Service Site Supervisor _____ Date _____

Appendix I: Theory of Recruitment

Montana Campus Network for Civic Engagement believes that AmeriCorps service is an opportunity for Americans of all backgrounds to experience profound personal, professional, and civic development. MCNCE recognizes that developing a cohort of individuals who express diverse identities is essential to delivering upon the promise of the AmeriCorps mission. Diversity among a cohort may extend to socio-economic diversity, geographical diversity, racial diversity, gender diversity, neurodiversity, diversity in age, diversity in education, and other areas. Additionally, because of the unique interplay of personal identities, achieving a wide range of intersectional diversity among the AmeriCorps member cohort is a major goal. As such, we ask that our service site partners take seriously their own goals for organizational diversity, equity, inclusion, and belonging, and prepare to provide a positive and supportive environment for AmeriCorps members, especially those traveling from afar, whether that be in terms of geography or culture. Furthermore, MCNCE strives to practice equitable recruitment and emphasize that our service site partners should do the same. Equitable recruitment practices include recognizing that candidates from different backgrounds may approach professional environments with different levels of comfort and with different understandings of norms. Instead of considering only surface-level content of application materials, interviews, or other interactions, it is important to take a wholistic view and ask oneself: *What is this person's background? What assumptions have I made about them? If I have made judgements about the capabilities of this candidate, have I limited my focus to the duties that are truly essential to the position?*

In advance of any recruitment cycle, it is also important to review the national hiring context, especially in turbulent times. During the present period of high inflation, AmeriCorps service has become less accessible to many Americans whose finances and support networks are not sufficient to permit them to responsibly enter into a year of personal poverty. This has very real consequences for the rate of applications and the number of candidates able to commit to service. MCNCE puts a great deal of staff time and effort into recruitment, and our goal in any year is to be able to provide qualified candidates for all positions until those positions are filled. Service sites should be aware, however, that **under present circumstances it is possible that MCNCE will not be able to provide more than one candidate to each service site.** This is why it is of paramount importance for sites to be welcoming and communicative with candidates matched with their project. AmeriCorps candidates have great agency in their decision to accept a placement, and they are often considering multiple AmeriCorps programs around the country at the same time. **Make sure your organization stands out!**

Good candidates for AmeriCorps service are generated and retained when they are made to feel welcome; their time is respected; their inquiries are met with prompt, transparent answers; and they are offered a clear vision of the personal, professional, and communal impacts of their service. AmeriCorps is not a job, and national service members are not simply workers.

Appendix II: AmeriCorps Recruitment Flowchart

Summary Recruitment Flowchart for Service Sites



