



## Rural Alaska Community Action Program, Inc.

P.O. Box 200908, Anchorage, AK 99520-0908  
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[www.ruralcap.com](http://www.ruralcap.com)

**TO:** Community and Council Leaders  
**FROM:** David Hardenbergh, Executive Director  
**DATE:** June 18, 2009  
**RE:** **\*\*Recruiting NOW for AmeriCorps Member Positions\*\***  
→ Serves Community Wellness & Environmental/Energy Needs  
→ Supports Youth Development  
**\*\*Applications due August 14<sup>th</sup>, 2009**

Dear Community Leader:

The Rural Alaska Community Action Program, Inc. (RurAL CAP) is pleased to announce openings for Stimulus BIRCH and RAVEN AmeriCorps Members that start in September of 2009. These community service programs recruit locally, pay stipends to AmeriCorps Members, include education awards and childcare benefits, technical training and assistance. The programs are designed to help rural Alaskan communities address local needs that include public health and wellness issues, environmental and energy concerns.

***\*This is a one-time addition to our program due to the federal stimulus funding. This does not replace the normal BIRCH and RAVEN programs that will begin recruitment for in October 2009, with positions starting in January 2010.***

AmeriCorps positions are available with the following programs:

- Rural Alaska Village Environmental Network (RAVEN) AmeriCorps Program addresses environmental and solid waste needs, recycling and backhauling, energy conservation, youth leadership and environmental education.
- Building Initiatives in Rural Community Health (BIRCH) AmeriCorps Program improves community wellness by involving youth and other community members in health education, community service and other health promotion activities.

AmeriCorps Members are recruited locally from their communities by a sponsoring host organization such as a tribal or city council, school, health clinic or other local entity. Selected individuals will be trained to work with community residents, their local supervisor and program staff to determine village priorities and develop local solutions to community issues. ***These Members may be full-time or part-time and may serve 6 months or one year – please call for more details.***

AmeriCorps Members and their sponsoring community organizations are selected on a statewide competitive basis by a RurAL CAP selection committee, without regard to race/ethnicity, national origin, religion, gender, age, political affiliation or disability.

### **How to Apply**

To have a RAVEN or BIRCH Member considered for your community, the following two applications must be submitted together to RurAL CAP:

- one **Site Application** from the host organization, which may be the health clinic, school, local council, environmental program, Boys and Girls Club, etc.; and
- at least one completed **Individual Application** from person(s) interested in becoming an AmeriCorps Member in your community.

Applications are due:

- **August 14, 2009** to apply for a RAVEN or BIRCH AmeriCorps Member

The criteria that will be used to select the 2009 AmeriCorps sites and Members include:

- 1) **Site Application** – Submission of a completed site application by a community host organization documenting community needs for improving the quality of life in the areas of wellness, youth development, energy efficiency, or environmental needs (solid waste management, pollution prevention, etc); Sites are required to:
  - Designate a **Site Supervisor** for the AmeriCorps Member who would be a staff member within the host organization. More information on Site Supervisor duties is attached;
  - Provide **office space**, including a desk and access to a phone, fax, computer and internet, for the AmeriCorps Member.
- 2) **Resolutions or Letters of Support** - Submission of demonstrated support from the sponsoring community for the program. The sponsoring entity must show community support for the program through Resolutions or Letters of Support from village councils, schools, and other partners such as regional health providers or community agencies;
- 3) **Individual Application** - Submission of at least one completed Individual Application from a qualified person interested in becoming an AmeriCorps Member in your community. All applications must be complete and include a Personal Motivation Statement (see application instructions);

More than one interested person may submit an Individual Application through the host organization, as long as there is also at least one Site Application from a local organization. ***With this one-time opportunity for stimulus funding, communities may host multiple BIRCH and/or RAVEN Members.***

Enclosed are the following materials you will need to apply for this program and to assist you in getting the word out: (please make copies if you need more)

- **Site Application** to be completed by the host agency;
- **Site Supervisor** duties and responsibilities;
- **Individual Applications**;
- **Posters** and **position descriptions** to be posted in public places;
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- **Application Checklist** to help you organize before mailing or faxing completed applications;

Completed applications from *both* the host agency and interested individuals must be mailed, faxed, or e-mailed **together** to:

**AmeriCorps Programs  
c/o RurAL CAP  
P.O. Box 200908  
Anchorage, AK 99520-0908  
Fax Number: 1-800-478-6343  
comdev@ruralcap.com**

A selection committee will review applications and telephone interviews will be conducted in July-August, 2009. Decisions for new member selections will be made by the end of August and new Members will start their year of service on **September 16, 2009**, followed by a week of Orientation Training in Anchorage.

RurAL CAP encourages you to take advantage of this opportunity to address local issues through local action and community service. RurAL CAP's AmeriCorps programs are made possible thanks to partnerships with the Corporation for National and Community Service, the State of Alaska, Department of Community, Commerce and Economic Development and the State of Alaska, Department of Health and Social Services.

**\*\*People experiencing Disabilities are encouraged to apply.\*\***

*If you have any questions about these programs, please contact RurAL CAP (800-478-7227 or 907-279-2511) and speak to Charlie Ess at extension 7355 (e-mail: comdev@ruralcap.com) or Margaret David at extension 7361 (e-mail: comdev@ruralcap.com). Thank you.*

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**RurAL CAP**  
**AmeriCorps 2009 - 2010**  
**STIMULUS FUNDING**  
**Recruitment Timeline**

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**BIRCH and RAVEN AmeriCorps Programs:**

- **August 14, 2009: APPLICATION DEADLINE**

**RurAL CAP**  
**Attention: AmeriCorps Programs**  
**PO Box 200908**  
**Anchorage, AK 99520-0908**  
**1-800-478-6343**  
**[comdev@ruralcap.com](mailto:comdev@ruralcap.com)**

- **August 10-21:** Screening of **Site** and **Individual Applications**.
- **August 14-September 4:** Interview team will interview AmeriCorps Member applicants and potential site supervisors by teleconference.
- **August 14-September 4:** Reference checks conducted
- **August 31-September 4:** AmeriCorps Members and communities selected and notified
- **August 31-September 4:** Travel purchased for Orientation Training.
- **September 4-11:** Welcome packets mailed out and hiring paperwork completed
- **September 16th:** AmeriCorps Members begin their service.
- **Week of September 21st:** AmeriCorps Member & Site Supervisor Orientation and Training in Anchorage.

**\*\* Please remember that we will also be recruiting for our regular BIRCH and RAVEN Programs beginning in October (to begin their service in January 2010).**

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## Site Supervisor Roles and Responsibilities

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As part of the selection process, each host agency must submit a “host application” pledging support for the AmeriCorps Program and the community’s AmeriCorps Member candidate.

Prior to selection, each host agency identifies a **Site Supervisor** as their representative in matters relating to the AmeriCorps Program and the AmeriCorps Member.

The **Site Supervisor** oversees the efforts and projects of the AmeriCorps Member. The AmeriCorps Members are encouraged to participate and plan community events **outside of a normal work schedule**, therefore the Site Supervisor must be flexible and understanding of these position requirements.

The *roles and responsibilities* of the **Site Supervisor** include:

- A commitment to attend AmeriCorps Site Supervisor training in Anchorage the week of September 21<sup>st</sup>, 2009;
- Having a **clear understanding of the purpose** of the AmeriCorps Program and the duties of the AmeriCorps Member;
- Providing **support and guidance** to the AmeriCorps Member during his/her year of service, including:
  - \*Conducting weekly meetings;
  - \*Discussing progress, addressing challenges or conflicts that arise;
  - \*Offering support with projects and activities;
  - \*Providing positive encouragement and guidance;
  - \*Maintaining contact with Anchorage program staff.
- **Educating** council Members, other village leaders and community Members about the AmeriCorps Member’s role and activities, (i.e. Member’s role does not include administrative duties normally performed by office staff)
- Reviewing and signing the AmeriCorps Member’s **monthly reports** and **weekly activity logs** prior to deadlines, submitting mid-term and end-of-term evaluations;
- **Encouraging community volunteerism and participation** in support of the AmeriCorps Member’s projects.
- **Attend Site Supervisor Teleconferences.**

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## 2009 STIMULUS FUNDING AmeriCorps Host Agency Recruitment Checklist

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Want a RAVEN AmeriCorps or BIRCH AmeriCorps Member to serve in  
your community?

### Here's How:

- Get the word out!** Post recruitment posters and announce the AmeriCorps Member openings **now**.  
*\*Don't wait until the August 14<sup>th</sup> deadline!*
- Tribal or city councils, schools, clinics, or other interested agencies** identify community needs and complete an AmeriCorps Site Application.
- Tribal and/or city councils, schools, and other agencies in the village** pass **resolutions** and write **letters** in support of the AmeriCorps Site Application.  
*\*Here's a tip – the more demonstrated support, the better the application.*
- Qualified applicants submit Individual Applications to the sponsoring **organization/entity**.  
*\*\*Make sure the "Personal Motivation Statement," is answered completely\*\**
- The sponsoring agency will** screen Individual Applications to make sure they are complete. Sponsoring agency should identify preferred individual applicant (if any) in #7 of host agency questionnaire.

**Completed Site and Individual applications, resolutions and letters of support** must be mailed or faxed by the host agency to RurAL CAP.

**\*\*Everything must be postmarked or faxed together by:**

**August 14, 2009**



## RurAL CAP's BIRCH & RAVEN AmeriCorps Programs



### **RAVEN AmeriCorps (Environment and Energy)**

The Rural Alaska Village Environmental Network AmeriCorps (RAVEN) Program focuses on finding local solutions to local environmental and energy issues. Each year RAVEN Members work with their communities to address solid waste, air quality, environmental health, energy efficiency and related issues. They work with tribal environmental (IGAP) programs, community councils, schools, youth groups, and other local entities. RAVEN Members:

- Educate community members about environmental issues and energy efficiency;
- Organize community cleanups, recycling programs and other solid waste management programs;
- Involve community members in making residential energy efficiency improvements and planning for energy solutions;
- Engage youth and community members in environmental and energy service projects and other community activities.

### **BIRCH AmeriCorps (Health)**

The Building Initiatives in Rural Community Health (BIRCH) Program focuses on health and wellness issues. Each year BIRCH Members work with schools, clinics, councils, Head Start Centers and wellness committees to provide health education and wellness activities within the community. BIRCH Members:

- Coordinate health fairs and wellness conferences;
- Engage youth and community members in wellness service projects and other community activities;
- Educate community members about health issues, including FASD prevention, tobacco prevention and HIV Prevention;
- Organize traditional and subsistence activities.

# **BIRCH Position Description**

## **What is the BIRCH AmeriCorps Program?**

The BIRCH AmeriCorps Program, sponsored by RurAL CAP, is a community service training program designed to help rural Alaskan communities address local health and wellness concerns.

## **How do AmeriCorps Members serve their communities?**

With the help of local clinics, tribal councils, city councils, and residents, AmeriCorps Members identify ways to improve the health and wellness of their community. Members serve as community educators, volunteer leaders and role models.

## **Examples of possible BIRCH AmeriCorps projects include:**

- Creating healthy opportunities for youth
- Starting a community garden
- Organizing traditional and subsistence activities for community members
- Educating community members about HIV/ AIDS Prevention
- Educating community members about tobacco prevention
- Organizing or supporting community health fairs



### **Requirements:**

Individuals interested in becoming a BIRCH AmeriCorps Member must **submit a complete Individual Application through their local host site.**

Individual qualifications include the following:

- Reliable work ethic, self motivation, and an ability to work independently
- Ability to get things done
- Willingness to make a commitment to completion of service (see boxes below)
- Good oral and written communication skills
- Strong leadership skills
- An interest in learning about health and wellness issues
- Interest in working with others at the clinic, council office and in the community
- At least 18 years old- there is no upper age limit
- Committed to actively participate in three, multi-day trainings in Anchorage or a hub community during year of service

### **Full-Time BIRCH Members Receive:**

- Health insurance/child care if eligible
  - Free training in public health, community wellness, and leadership
  - Education award of \$4,725 following completion of one year of service (1700 hours) \*
  - Must be 40 hours/week for 12 months
- \* (The award can be used for college or technical school or to pay back existing student loans.)

### **Part-Time BIRCH Members Receive:**

- Living allowance of \$600 per month for 12 months **or** \$1200/month for 6 months
- Health insurance/child care if eligible
- Free training in public health, community wellness, and leadership
- A partial education award (dependent on the amount of hours)
- Can be 40 hours/week for 6 months **or** 20 hours/week for 12 months.

\* (The award can be used for college or technical school or to pay back existing student loans.)

*For an application and more information*  
**CONTACT YOUR CITY OR TRIBAL COUNCIL**  
*You can also visit [www.ruralcap.com](http://www.ruralcap.com) or [www.aerho.org](http://www.aerho.org)*

*Or call RurAL CAP at 1-800-478-7227 and speak with*  
*Margaret Hoffman at extension 7361 or e-mail [comdev@ruralcap.com](mailto:comdev@ruralcap.com)*

**APPLICATIONS MUST BE POSTMARKED BY August 14, 2009**

# RAVEN Position Description

## What is the RAVEN Program?

The Rural Alaska Village Environmental Network AmeriCorps Program (RAVEN), sponsored by RurAL CAP, is a community service and training program designed to assist rural Alaskan communities to address local environmental concerns and increase youth involvement in community projects.

## How do AmeriCorps Members serve their communities?

With the help of local IGAP programs, tribal councils, city councils, and residents, AmeriCorps members identify ways to improve the environmental conditions in their community. Members serve as community educators and role models while organizing projects, recruiting volunteers, and mentoring youth.

## Examples of possible RAVEN AmeriCorps projects include:

- Creating or improving a recycling program for aluminum cans & lead-acid batteries
- Developing and leading healthy, drug and alcohol free activities for youth
- Educating community members about hazardous waste issues
- Starting a community garden and composting center
- Indoor Air Quality Education
- Teaching school children about pollution prevention
- Organizing community clean-ups



## Requirements:

Individuals interested in becoming a RAVEN AmeriCorps Member must **submit a complete Individual Application through their local site.**

Individual qualifications include the following:

- Reliable work ethic, self motivation, and an ability to work independently
- Ability to get things done
- Willingness to make a commitment to completion of service (see boxes below)
- Good oral and written communication skills
- Strong leadership skills
- An interest in learning about environmental issues
- Interest in working with others at the clinic, council office and in the community
- At least 18 years old- there is no upper age limit
- Committed to actively participate in one multi-day training in Anchorage

## Full-Time RAVEN Members Receive:

- Living allowance of \$1,200 per month
  - Health insurance/child care if eligible
  - Free training in public health, community wellness, and leadership
  - Education award of \$4,725 following completion of one year of service (1700 hours) \*
  - Must be 40 hours/week for 12 months
- \* (The award can be used for college or technical school or to pay back existing student loans.)

## Part-Time RAVEN Members Receive:

- Living allowance of \$600 per month for 12 months **or** \$1200/month for 6 months
  - Health insurance/child care if eligible
  - Free training in public health, community wellness, and leadership
  - A partial education award (dependent on the amount of hours)
  - Can be 40 hours/week for 6 months **or** 20 hours/week for 12 months.
- \* (The award can be used for college or technical school or to pay back existing student loans.)

*For an application and more information*

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Charlie Ess at extension 7355 or e-mail [comdev@ruralcap.com](mailto:comdev@ruralcap.com)

**APPLICATIONS MUST BE POSTMARKED BY August 14, 2009**