



The Michigan Coalition Against Homelessness AmeriCorps Program 2021 – 2022 Program Year Request for Proposals

Michigan Coalition Against Homelessness AmeriCorps Program

The Michigan Coalition Against Homelessness (MCAH) is pleased to announce the continuation of the MCAH AmeriCorps program (here-in referred to as the program). During the 2021 – 2022 program year, 17 full-time (FT) and 6 half-time (HT) positions will be available.

What is AmeriCorps?

Since 1994, AmeriCorps members have been serving communities across the United States to address local needs. AmeriCorps is a national service program under the leadership of the AmeriCorps Agency (formerly known as the Corporation for National and Community Service) and administered by the Michigan Community Service Commission (MCSC). Members strengthen their host organizations and local communities through their direct service and the recruitment of volunteers.

AmeriCorps functions as a network of local, state, and national service programs that engage Americans in intensive service to meet our country's most critical needs in education, public safety, health, the environment, and human needs. AmeriCorps members serve with non-profits, public agencies, and faith-based and community organizations.

Program Overview and Mission

The statewide program places AmeriCorps members with homeless service providers to increase their capacity to serve individuals in the community who may be homeless or at-risk of homelessness. Since 2009, the MCAH's AmeriCorps members have assisted approximately 31,000 people by providing outreach and connecting them to the services necessary to increase their self-sufficiency and obtain/maintain safe, affordable housing. In addition to providing service, AmeriCorps members in the program may recruit volunteers. Volunteers are an integral part of the mission to end homelessness in Michigan.

The program is led by a program director who oversees all aspects including host site recruitment, member retention, member and supervisor training, and more. The program director works with you to ensure that the AmeriCorps service year is beneficial to your site and to the member, as well as ensuring all regulations and policies are followed.

Members will serve from **October 4th, 2021 through September 30th, 2022**. Every member receives training, a living allowance, an education award at the end of a successful term of service, and loan forbearance for qualified student loans. Full time members are also eligible for health insurance and may apply for childcare assistance. Program members must attend a mandatory orientation at the beginning of their service as well as other trainings throughout the year. Organizations hosting members will be invoiced for the host site match. Host site supervisor must also attend a day-long training prior to the start of the service year.

****Funding and placement of AmeriCorps members is contingent upon the funding of the AmeriCorps Agency.***

Eligible Applicants

Agencies interested in hosting a MCAH AmeriCorps member must fit the following criteria:

1. Be a non-profit organization offering services to homeless or at-risk populations;
2. Utilize the Homeless Management Information System (HMIS) or Alice; and
3. Actively participate in their Continuum of Care (CoC)

Host Site Requirements:

- Must be a paid member of MCAH for the duration of the program year
- Provide the required **\$9,000 full-time or \$5,000 half-time** host site match fee.
 - Match amount is owed per member, based on slot type.
- Select a full-time host site supervisor for the AmeriCorps member(s).
- Submit a signed host site agreement
- Submit a finalized member position description based on the chosen member position and Allowable Member Activities (in Exhibit B)
- Submit a host site provided orientation and member training schedule
- Advertise, recruit, and make recommendations for an AmeriCorps member candidate.
- Display the AmeriCorps logo at the entryway of the agency, and in the member's workspace
- Provide adequate office space including telephone, computer, email, and fax access as well as other resources needed.

Site Supervisor Requirements:

- The site supervisor must be:
 - A full-time employee of the agency
 - The person who is responsible for the direct day-to-day supervision of the member
 - Physically located at the same office as the member(s).
- Attend the site supervisor training.
- Attend the program provided HMIS AmeriCorps Workflow training, and ensure member attendance.
- Update the member position description as needed throughout the year and provide any changes in writing to the program director for approval first.
- Provide regular, consistent, adequate onsite supervision of the AmeriCorps member, including regular supervisory meetings.
- Provide support to complete the goals and objectives as defined by this program.

- Ensure that AmeriCorps members are not participating in any Prohibited Activities (in Exhibit C) or unallowable activities.
- Ensure AmeriCorps member(s) completes and submits reporting requirements.
- Provide other supervisory and resource support as needed.
- Review and approve member timesheets on a biweekly basis.
- Respond to program director requests for information, such as member mid-year evaluations or data collection.
- Immediately notify the program director of any concerns regarding the member.

NOTE: This is not a full list of requirements. Further requirements will be found in the host site agreement and site supervisor handbook.

Member Eligibility

In order to become an AmeriCorps member with our program, an individual must meet the following minimum requirements.

- Be at least 18 years of age at the start of service;
- Be a U.S. citizen, U.S. national or a lawful, permanent resident of the U.S. and provide a copy of a birth certificate, passport or permanent resident card;
- Successfully pass the National Service Criminal History Check in addition to the program's additional criminal history check requirements
- Attend a new member orientation as well as subsequent program training sessions;
- Have a car or be able to arrange reliable transportation to multiple events, to and from the host site, and for travel on behalf of the site.

Member Benefits

- Members will receive a living stipend, paid in equal amounts bi-weekly through MCAH.
 - Full-time members will receive \$15,100 (pre-tax)
 - Half-time members will receive \$7,994 (pre-tax)
- Full-time members are eligible for health insurance (for the member only) and may apply for eligibility-based childcare assistance.
- Upon successful completion of a term of service, members will receive an education award that can be used toward qualified student loan payments or for continuing education.
 - Full-time members will receive \$6,345.
 - Half-time members will receive \$3,172.50
 - Members may also qualify for student loan forbearance for qualified federal student loans and be eligible to have accrued student loan interest paid off after service.

Available Slots

As stated above, the program will have 17 Full-Time (at least 1,700 hours) and 6 Half-Time (at least 900 hours) positions open. Applicants can request multiple slots, in any combination they wish. Based on the number of applications received, some slot requests may not be granted.

Member Recruitment

Selected host sites will be responsible for recruiting AmeriCorps members to serve at their host site and recommending candidates to the program director for a final interview. Host sites must create a recruitment plan that encourages diversity. This plan must be approved by the program director prior to the search for an AmeriCorps member. Host sites should consider a variety of outlets. Any posting must be clear that this is a service opportunity with a living stipend and should not advertise as employment or an internship/volunteer opportunity. When recruiting, host sites must emphasize what AmeriCorps is and ensure that the candidate understands. More recruitment information will be provided after site selection.

Host sites will be required to submit two top candidates per awarded position for final consideration with the program. Host sites must submit candidates by the deadlines provided after host site selection in order for final screening, selection, and onboarding to occur before the intended start date. Host sites will recruit for the October start date. Should a candidate not be secured in time, additional start dates will be provided, but start dates will not be provided beyond January 2022.

Member Commitment

While national service should not be considered a “job,” members and host sites should see this much like a part-time or full-time job regarding the commitment and expectations. The ideal candidate for national service is not someone looking simply for a job or solely as a means to enhance their resume. Rather, they will demonstrate an interest in service to their community and an understanding of the time requirement and living stipend conditions.

Should a member choose to leave service early, the ability of the program to replace this member is limited and is prohibited beyond March of the program year. Host sites should also be aware that if they offer the member employment in place of their service, they will not be eligible for a member in the following program years.

Required Site Match and Costs

Selected host sites for the program must commit a cash match to help offset member costs. The match for one full-time member is \$9,000 and \$5,000 for one half-time member. Invoices will be generated by MCAH and sent to the host site prior to the due date. If you will be utilizing federal funds as a part of the match, you will need to provide program officials with a letter from the funding source granting your organization permission to use the funds for your AmeriCorps match.

Host sites must also be a member of MCAH at the appropriate level during the 2021 and 2022 years of the program.

Host sites will also be responsible for related member mileage reimbursement, which includes travel as a part of the member’s service activities *as well as* mileage associated with travel to and from at least three in-state training sessions.

Application Submission Guidelines

Interested organizations must complete the attached application and submit it electronically to Kelli Beavers, Program Director, at kbeavers@mihomeless.org. Applications are due by **Friday, June 18th, 2021**.

Technical Assistance

Questions about the RFP or the application process can be directed to the program director at 517-853-3897 or by email at kbeavers@mihomeless.org.

Notifications

Host sites selected for the program will be notified by email.

****Funding and placement of AmeriCorps members is contingent upon the funding for the Corporation for National and Community Service.***

Exhibit A – Program Performance Measures

Member duties at the agency should be built around the below performance measures. An AmeriCorps member should not be doing anything at the agency that is not related to one of the below performance measures. This allows the program to collect data and show impact for all AmeriCorps tasks.

Clients Served

As a program, members will provide services to a total of 2,400 individuals experiencing or at-risk of homelessness. This will be captured through the host site's designated AmeriCorps provider page in HMIS.

Safe, Affordable Housing

Members will assist 175 of those served with successfully obtaining safe, affordable housing. This will be captured through the host site's designated AmeriCorps provider page in HMIS.

Increasing Self-Sufficiency & Obtaining Employment

In addition to housing, the program implementing a performance measurement of increasing self-sufficiency in the areas of income and life skills. Members will assist 100 of those served in successfully obtaining employment. This will be captured through the host site's designated AmeriCorps provider page in HMIS.

Volunteer Recruitment

AmeriCorps members will recruit a total of 400 new volunteers for projects and tasks related to homelessness. Each member should aim to recruit a minimum of 20 new volunteers throughout the course of the service year.

Exhibit B – Required Member Activities

Three position types are available to choose from. Members must be assigned a single position from the list below. A host site may apply for, and be assigned, multiple members with different positions.

Housing Search and Information Specialist Position

- Assist with intakes to assess the housing needs of that client
- Address housing barriers for the client
- Create/update lists of available housing for the clients to choose from
- Connect clients with necessary funds to pay for security deposits, rental fees, or utility payments
- Maintain/develop relationships with local landlords
- Receive training for/conduct Housing Quality Standards (HQS) and other housing inspections
- Assist with independent living skills support related to addressing income and housing stabilization needs
- Gather and disperse food and clothing donations to clients
- Facilitate delivery of needed household items to clients who receive housing
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up support services as needed

Outreach Specialist Position

- Conduct intakes for the MSHMIS screen process
- Maintain regular contact with other local service providers to make appropriate referrals for clients
- Provide housing information and access to services to those on the streets and not engaged in care
- Link/coordinate with resource specialists for housing resources
- Gather and disperse food and clothing donations to clients
- Link and provide information to mainstream services and benefits (Medicaid, SSI/SSDI, Section 8, TANF, etc.)
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up services to outreach clients

Resource Generation and Management Specialist Position

- Network with employers to create access to employment opportunities
- Work to create employer mentorship programs
- Seek out employers/organizations who would be willing to assist at the agency for income and/or employment readiness
- Provide linkages to GED, education, and other skilled trade programs
- Support clients with job searches
- Assist with resume writing, help with filling out employment applications
- Transporting clients to interviews
- Work with clients to help balance budgets, create sustainable living plans
- Teach life skills classes related to income and budgeting
- Provide information to clients related to other income sources (TANF, Medicaid, SSI, etc.)

- Assist clients with applications to mainstream benefits or refer to case manager
- Seek to establish a certified MI-BRIDGES portal
- Connect clients with additional necessary resources
- Gather and disperse food and clothing donations to clients
- Generate information materials for clients, such as newsletters/pamphlets/etc
- Provide follow-up services to clients as needed

Additional Member Activities:

The activities listed below for volunteer recruitment, professional development, and civic engagement will be included in each member's approved position description. These activities will account for a limited number of members' hours but should be considered as part of their service position.

- Recruit and train 20 volunteers during the term of service
- Attend member orientation, mid-year and end-year trainings, regular conference calls, webinars, and other events related to AmeriCorps service
- Attend Michigan's AmeriCorps Member Celebration
- Attend Michigan's AmeriCorps Signature Service Project
- Plan and implement one service project which helps to address homelessness in their community
- Participate in one service project for an AmeriCorps sponsored national day of service
- Submit quarterly reports by the appropriate deadlines with all necessary information provided

Exhibit C - Prohibited Member Activities

Members may not participate in any of the following program prohibited activities:

- Clinical work or mental health assessments
- Groups/life skills classes (unless they are related to housing education or income)
- Clerical duties, including front desk or phone coverage
- Data entry on behalf of other staff at the agency
- Other activities not associated with the program's performance measures.

Below is a list of activities prohibited for all AmeriCorps members designated by the AmeriCorps Agency. A comprehensive list of prohibited activities can be found [here](#).

- Attempting to influence legislation
- Organizing boycotts, strikes or protests
- Promoting, assisting, or deterring union activities
- Engaging in political activities or any activities designed to affect legislation or the outcome of any election to political office
- Impairing existing contracts for services or collective bargaining agreements
- Writing or assisting in the preparation of any proposals or reports for any grants to benefit the program (please see below for more information on fundraising)
- Providing referrals to entities providing abortion services
- Providing religious instruction, conducting worship services, or engaging in any other religious activity as part of their duty as an AmeriCorps member or
- Providing a direct service to any for-profit organization or entity.

Specific rules govern whether an AmeriCorps member may be involved in fundraising. According to AmeriCorps, "members may raise funds directly in support of services that meet local, environmental, educational, public safety, homeland security or other human needs." Fundraising may **not** include the following:

- Raising funds for a living allowance;
- Raising funds for an organization's endowment or operating expenses, including their host site and existing host site projects or program areas; or
- Writing grant applications for funding provided by any federal agencies.

It is important to note that all volunteers recruited and mobilized by members are held to the same restrictions regarding prohibited activities, except for clerical duties.

Host Site Responsibility:

The site supervisor is to be aware of the prohibited activities and ensure that these are not being completed by the member during service. If during an audit investigation it is determined that the member completed prohibited activities on behalf of the host site organization, the host site organization will be responsible for paying the fines incurred.

Host sites will be scored on a pre-determined rubric for the program year based on performance regarding compliance and program expectations and requirements. Year-end scores will be used to determine future program placement and conditions.

Supplanting, Non-Duplication, and Non-Displacement:

Host sites are not allowed to have members supplement, displace, or duplicate services.

Supplanting

AmeriCorps funds may not be used to replace state or local public funds that have been previously used to support a particular project.

Explanation: AmeriCorps funds cannot be used to replace state or local public funds that have been previously used to support a particular project or staff position. If your program has previously used public funds to support positions, they would not be eligible as AmeriCorps positions. For example, if you previously used public funds to support a staff member who handled all intakes related to homelessness and this funding will not exist this year, you cannot now switch to replacing this staff position with an AmeriCorps member.

Non-Duplication

The AmeriCorps member is not allowed to duplicate services that are already provided.

Explanation: The AmeriCorps member cannot duplicate services that are already provided within the locality of the program by other state or local government agencies. For example, if the local Community Mental Health office provided transportation to CMH clients to view housing, the member could not also provide transportation to CMH clients to view housing.

Non-Displacement

Members cannot be used to displace an employee or position, including partial displacement such as a reduction in hours, wages, or employment benefits. This includes positions that were previously held by paid employees. The host site may not use an AmeriCorps position that would infringe on the promotional opportunity of an employed staff member. A member in a program may not perform the essential duty of a staff member. Members also cannot perform the same duties as volunteers.

Explanation: AmeriCorps members are meant to allow service sites to go above and beyond normal operations – they cannot simply duplicate the role of a normal staff member. When creating AmeriCorps positions, programs should look at current placement site roles and determine whether the AmeriCorps member role would differ from a current staff role. This policy does not mean that an AmeriCorps member cannot duplicate any portion of staff roles. It simply means that there must be some aspect of

this duty in place that separates an AmeriCorps member from regular staff. Member positions should include activities that could not be completed by staff at the agency. Member activities should enhance or expand the reach or offerings of an agency, not increase the number of individuals working on the same thing.

Member placement cannot impact the hiring of staff or prevent the promotion of staff. They may not take over the position of a previous employee or one who is on leave. In addition, if services are being provided by regular volunteers, the volunteers cannot be replaced by an AmeriCorps member.

Member/Staff Restrictions

The program will not permit members to also serve as staff at the host site organization. If an individual is already staff at the organization, they will not be considered for AmeriCorps placement in addition to, or in lieu of, their employment. Additionally, host sites may not hire an AmeriCorps member during their term of service. If a host site employs a member while they are serving or offers employment to replace their service, the host site will not be considered for future placement.

**Michigan Coalition Against Homelessness AmeriCorps Program
2021 – 2022 Host Site Application**

Organization name:

Organization Address:

Main contact name and information:

Prospective site supervisor name and contact information (if different):

Continuum of Care:

Is your organization a HARA?

Is your organization currently a member of MCAH?:

If you will be utilizing match funds from another federal source, please attach a letter from the source authorizing the use of the funds for the AmeriCorps program match.

Position Interest:

Number and Type of FT Members Requested:	Number and Type of HT Members Requested:

Application Questions:

1. Explain why you are requesting an AmeriCorps member: How would a MCAH AmeriCorps Member impact your organization’s ability to serve those experiencing or at-risk of homelessness? What is the optimal outcome you hope to see because of the service? Why are you seeking to enhance your organization through national service rather than other avenues?
2. Based on the required member activities listed, please detail how you would utilize member(s) at your agency.
3. Please review the supplantation, non-duplication, and non-displacement policies listed above. Can you ensure that this position does not violate these policies? Please explain how the position does not violate the policies.
4. Will any of the member duties replicate staff duties? If so, how do these duties separate the member from regular staff? What activities will be distinct to the member position?

5. How do you anticipate the position(s) expanding or enhancing your capacity to provide services beyond your current ability?
6. All members in the program must be providing services and reporting data for the performance measures listed above. Please describe how your organization's goals for this service term align with the performance measures.
 - If applying for a Resource or Outreach member, please explain how their activities will contribute, directly or indirectly, to our performance measurement of housing.
7. How do you anticipate this position interacting directly with clients? What percentage of the member's time is estimated for this purpose?
8. Host sites are required to designate a full-time, on-site employee as the AmeriCorps site supervisor. Share your organization's plan for providing supervision to the member, as well as the experience and qualifications of the selected host site supervisor.
9. Member experience and performance is most significantly impacted by the host site environment and role. Please describe your agency's organizational capacity to host, support, and train AmeriCorps member(s). Will the member have designated desk space (cannot be at front desk) with all required resources (phone, email, internet, etc)?
10. Participating host sites must require members to use HMIS to track information for our program's performance measures. Please discuss your organization's use of HMIS and ability to train the member on this.
11. Please explain your process for recruiting the AmeriCorps member(s) for your agency, including a recruitment timeline and how you will conduct outreach. What are you looking for in your ideal candidate?
12. Assisting members with their professional development is an important facet of the program. What professional development opportunities can your host site offer to an AmeriCorps member? Can your organization support the member's requirement to recruit and mobilize at least 20 volunteers?
13. What funding source will your organization utilize to secure the required host site match? If using federal funds, provide a letter of support from the source authorizing the use of funds for the match fee.

For Returning Host Sites Only

14. Explain what past AmeriCorps members have achieved at your agency.
15. Each year, current member activities should significantly build upon past projects and/or create new programs for the community. How will this service term's activities be different? How are you moving towards sustainability?

16. If any previous members (from the most recent service year) have exited service early without cause, or have been dismissed for disciplinary reasons, please describe the circumstances, and discuss what steps will be taken to avoid early exit in the future.

All Applicants – Training:

Develop and submit a training timeline for the first three months of AmeriCorps service. While training may vary from site to site, all member trainings **must** contain the below elements. Include any additional trainings you anticipate providing in the training calendar.

- Using HMIS – by early November
- Review safety/evacuation procedures – by end of October
- Privacy training – By end of October
- Position description review with site supervisor – by end of October
- Meet agency staff to understand the role of others at the host site – By end of November
- Harassment/power dynamics – by end of November
- Review volunteer procedures/begin recruitment of volunteers – by end of November
- Any trainings specific to member duties (HQS, CoC, HCV, etc) – by end of December
- Basic first aid – By end of December

All Applicants – Position Descriptions:

Utilizing the basic template provided below, please attach a rough draft of a member position description. If you are requesting members for more than one slot type or agency program, you will need to include position descriptions for each position. If your agency is selected as a host site, you will receive guidance from the Program Director on how to finalize your position description and utilize it in the recruitment process.

**Michigan Coalition Against Homelessness AmeriCorps Program
Member Position Description**

Position Title: [Insert Position Title 1, 2, or 3 Here] AmeriCorps Member

Position Type: [Full-Time or Half-Time]

Duration of Term: October 4th, 2021 – September 30th, 2022

Reports to (daily): [Insert Name], AmeriCorps Host Site Supervisor
[Insert Supervisor Contact Information]

Reports to (overall): MCAH Program Director

Program Objectives:

The Michigan Coalition Against Homelessness AmeriCorps Program will support service providers by increasing their capacity to offer assistance and services to homeless and at-risk individuals and families. As an overall program, AmeriCorps members in the program provide direct, comprehensive services to those experiencing or at-risk of homelessness in order to bring those individuals under the scope of services, assist with increasing self-sufficiency in the areas of income, life skills, and employment, and assist with obtaining/maintaining employment. Members will fulfill their specific positions, based on the needs of their host site organization, to contribute toward this increased capacity to serve their communities more efficiently and effectively.

Classification:

According to the National and Community Service Act of 1990, AmeriCorps members are not considered employees of the agency where they serve, nor are they employees of the program or the federal government. As such, members cannot engage in activities performed by employees of the host agency or otherwise displace employees.

Essential Duties and Responsibilities:

** Select the position (from 1, 2, and 3 below) which you are applying for and remove the descriptions for the other positions. If interested in multiple positions, create **separate** position description for each position. Please update the following categories to appropriately reflect the duties of your AmeriCorps member. Add and subtract as necessary, but do not remove any text in red**

(1) Outreach Specialist Position

- Conduct intakes for the MSHMIS screen process
- Maintain regular contact with other local service providers to make appropriate referrals for clients
- Provide housing information and access to services to those on the streets and not engaged in care
- Link/coordinate with resource specialists for housing resources
- Gather and disperse food and clothing donations to clients
- Link and provide information to mainstream services and benefits (Medicaid, SSI/SSDI, Section 8, TANF, etc.)

- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up services to outreach clients

(2) Housing Search and Information Specialist Position

- Assist with intakes to assess the housing needs of that client
- Address housing barriers for the client
- Create/update lists of available housing for the clients to choose from
- Connect clients with necessary funds to pay for security deposits, rental fees, or utility payments
- Maintain/develop relationships with local landlords
- Receive training for/conduct Housing Quality Standards (HQS) and other housing inspections
- Assist with independent living skills support related to addressing income and housing stabilization needs
- Gather and disperse food and clothing donations to clients
- Facilitate delivery of needed household items to clients who receive housing
- Generate information materials for clients, such as newsletters/pamphlets/etc.
- Provide follow-up support services as needed

(3) Resource Generation and Management Specialist Position

- Network with employers to create access to employment opportunities
- Support clients with job searches
- Assist with resume writing, help with filling out employment applications
- Provide linkages to GED, education, and other skilled trade programs
- Work to create employer mentorship programs
- Seek out employers/organizations who would be willing to assist at the agency for income and/or employment readiness
- Work with clients to help balance budgets, create sustainable living plans
- Teach life skills classes related to income and budgeting
- Provide information to clients related to other income sources (TANF, Medicaid, SSI, etc.)
- Assist clients with applications to mainstream benefits or refer to case manager
- Seek to establish a certified MI-BRIDGES portal
- Connect clients with additional necessary resources
- Gather and disperse food and clothing donations to clients
- Generate information materials for clients, such as newsletters/pamphlets/etc
- Provide follow-up services to clients as needed

Training:

Members are expected to participate in program and host site trainings throughout the service year, as scheduled and requested by the program. Basic training events will include member orientation, mid-year training, and end-year training. The program will also schedule various member conference calls and webinar topics. Host sites will be responsible for conducting an initial on-site orientation and training, as well as provided necessary continued training related to the service activities and professional development. For program-held training events, members will be provided the date and details at least three weeks in advance.

Restrictions:

No more than 20 percent of the member's total time can be spent on fundraising or training activities.

Principal Working Relationships:

- Host Site Supervisor
- AmeriCorps Program Director

Desired Skills:

****Please add any desired skills. This will be used for your position posing****

Minimum Qualifications:

- Be at least 18 years of age
- Be a U.S. citizen, U.S. national or a lawful, permanent resident of the U.S. and provide a copy of a birth certificate, passport or permanent resident card to prove citizenship
- Have completed of some college or comparable work experience
- Must be able to complete a full term of service (one year)
- Pass the following criminal history checks in accordance with CTEH National Service Criminal History Check policy: State of Michigan, DHS Central Registry Clearance, FBI fingerprinting, and National Sex Offender Registry
- Have a car or can arrange reliable transportation to and from service site, multiple mandatory training sessions in Lansing, and travel on behalf of site
- Possess proficiency with word processing software and email
- Be able to interact respectfully with individuals from diverse socio-economic backgrounds

COMPENSATION:

- A stipend totaling \$15,100 for FT or \$7,994 for HT, paid bi-weekly over the course of the service year
- Upon successful completion of the term, an education award, \$6,345 for FT or \$3,172.50 for HT, which can be used towards qualified student loans
- Health insurance, provided for by the program, for full time members only