



SUPERIOR AMERICORPS

BHK Child Development Board — Administrative Agency

700 Park Avenue, Houghton, Michigan 49931

Phone

482-3663
800-236-5657

Email

americorps@bhkfirst.org

Fax

906-482-7329

Web

www.superioramericorps.org

Stacy Crouch, *Program Director*

Rod Liimatainen, *BHK Executive Director*

Dear Applicant:

Enclosed in this Application Packet please find:

- Tentative Service Descriptions 2008-2009 (2 pages)
- Site Preference Form (1 page)
- Application Form (4 pages)

The Service Descriptions information will give you an idea about different service options. After reviewing the descriptions, complete the four-page Application Form and the one-page Site Preference Form and mail these forms to:

Superior AmeriCorps
700 Park Ave.
Houghton, MI 49931

Thank you for your interest in serving with Superior AmeriCorps. If you have any questions, please call me at 482-3663 or 800-236-5657.

Sincerely,

Stacy Crouch
Program Director

Tentative AmeriCorps Service Descriptions 2008-2009

Superior AmeriCorps has service sites in seven western Upper Peninsula Counties: Baraga, Dickinson, Gogebic, Houghton, Iron, Keweenaw and Ontonagon. Members' on-site service typically fall into one of three categories: school-based youth outreach, early education or community organizations. All members must participate in mandatory trainings and service projects. While the on-site service schedules are usually fairly fixed, some evening and weekend service is required, particularly for the planning and execution of service projects. Members are required to serve 1,744 hours in a one-year period. This is an average of 35 service hours per week.

School-Based Youth Outreach

Members based in area elementary schools, middle schools and high schools will serve under the supervision of a lead teacher, principal or superintendent. School-Based Youth Outreach members will provide a variety of services such as tutoring, mentoring and developing extracurricular activities (clubs, sports, etc.). Members will work directly with students and school personnel to identify the most urgent needs and initiate programs to meet those needs. To serve effectively, members must be able to listen, lead, and most importantly, inspire young people to take an active role in shaping their own futures.

Early Education

Members serving in early education settings will help in preschool classrooms and childcare centers working directly with children ages birth to 5, enhancing the quality of care by increasing the adult-to-child ratio and organizing parent-support services. Members also will work with parents to ensure the best educational experience for children. Other services may include recruiting parent volunteers, setting up latch-key programs, coordinating parent activities, organizing toy-lending libraries or parenting resource materials, setting up field trips and other special events, and coordinating opportunities for other community members — such as teens or the elderly — to participate in child care programs. Please read the following descriptions for more details on each of the early education service sites.

Childcare

Members serving in childcare centers will work directly with children ages birth to 5, enhancing the quality of care by increasing the adult-to-child ratio and organizing parent-support services. Members also will work with parents to ensure the best educational experience for children.

Family Services

This member will assist the Family Services Coordinator in planning, developing and implementing, documenting and evaluating program effectiveness. Additional responsibilities include: assist in carrying out the goals, policies and activities designed to meet program objectives including 0 to 5 programming; assist in coordinating parent education and counseling needs especially in respect to children ages 0 to 18; assist in establishing and conducting parent support groups and assist in the research of funding opportunities. Review federal and state law, rules, policies to provide recommended changes and appropriate strategies. Respect and respond competently to the culture, traditions, lifestyle, language and values of each family and community. All other duties as assigned in support of general BHK programming.

Parent Support Outreach

This member will assist with the BHK Even Start program, which serves teen mothers, low-income parents and other at-risk families. The member will make home visits, organize parent-education classes, and serve as a jobs coach for parents transitioning from unemployment to school or work. Another duty

will be to encourage parents to be active participants in their child's education. The member also may assist BHK in the provision and tracking of services to families served by the agency.

Preschool

The member placed here will spend the majority of their time serving preschool-aged children, particularly special-needs preschool children, enhancing classroom education.

Wellness

The member that serves in this position will be placed in the BHK Child Development Board Wellness Department. This member will enhance the wellness services offered to Baraga, Houghton and Keweenaw counties by increasing the adult-child ratio in wellness classes and by helping to organize wellness activities. This member will help to instruct participants in how to use workout equipment. This member also will help to enhance exercise and health-related programs offered to parents and children.

Volunteer Recruitment

Members placed here will spend the majority of their time in service to preschool education programs by recruiting volunteers to ride buses and enhance classroom education.

Community Organizations

Members serving in this capacity will enhance community educational experiences in agencies such as Big Brothers/Big Sisters, Copper Country Mental Health Services Institute and Little Brothers Friends of the Elderly. The following descriptions provide more details on these community service sites.

Big Brothers Big Sisters

The member will assist in a variety of projects working with youth. The member will serve with the High Five Mentoring program, a school-based mentoring program, matching elementary student referrals to high school mentors. In addition, the member will provide orientation, training and support to the mentors, monitor activity logs, provide feedback and administer evaluations.

Environmental Education – located in Houghton, Michigan

The environmental science education program assistant will serve with the Western Upper Peninsula Center for Science, Math and Environmental Education, coordinating presentations and activities in area schools and recruiting, training and scheduling university student and community volunteers. The Center conducts environmental education programs, including classroom presentations, teacher workshops, family science nights and adopt-a-stream monitoring programs. The member will receive training and supervision at the Center but should have a background or interest in environmental education, biology or related fields and the skills to organize and deliver public presentations to K-12 students.

Gogebic-Ontonagon Intermediate School District

Successful applicant will have a working knowledge of a variety of software (e.g., graphics, word processing, database, spreadsheets) and the ability to critically analyze their functions to determine the best utilization for a project. Good written and oral communication skills and the ability to work independently and responsibly are essential. This individual should also be familiar with email, web searching and basic computer applications. Technical mentoring will be available and opportunities for personal development will be encouraged. Other qualifications include experience as a volunteer and the

ability to work as a team member.

Good Will Farm – located in Houghton, Michigan

The member will assist teachers in working with troubled youth residents. It is important that the member provides positive, mature, adult role modeling to residents at all times. The member will assist in the classroom and plan and implement youth activities and field trips. The member also will provide mentoring and tutoring. A minimum of two years of college is required for this member (bachelor's degree preferred).

Keweenaw Bay Indian Community

The member will serve with the Keweenaw Bay Indian Community's (KBIC) Youth Club's Recreation department. The member will organize youth recreation programs, help children with homework, mentor students, help to settle disputes between groups or individuals regarding the use of facilities, welcome visitors, inform individuals of and enforce rules concerning dress, conduct and use of equipment, and serve as a positive role model for children, families, staff and the community.

Little Brothers/Friends of the Elderly Volunteer Outreach – located in Hancock, Michigan

Members placed here will spend the majority of their time in service to the elderly and recruiting volunteers — especially youth — to help provide services. Members will work in the visiting program and help with social activities such as holiday functions and parties and will recruit, train and coordinate volunteers to provide direct services such as transportation, wood cutting, snow shoveling, etc.

Retired and Senior Volunteer Program (RSVP)

Under the supervision of the RSVP Program Director, performs a variety of tasks in support of the Western Upper Peninsula RSVP project, including working to expand RSVP to currently unserved areas. The RSVP AmeriCorps Member will play an important role in the daily operations and special projects of RSVP, including recruiting volunteers, age 55 and over to serve with RSVP, explaining program activities and services to interested persons, assisting with the planning of and implementation of special projects, and conducting outreach activities to promote RSVP and volunteerism. The RSVP AmeriCorps Member will work with program staff and volunteers toward the growth of RSVP, and may perform special projects, as assigned.

Vocational Strategies, Inc. (VSI)

The AmeriCorps member will assist Program Managers and Job Coaches in implementing consumer plans. Included in these duties will be follow-along services, group and individual instruction, one-on-one job coaching, developing accurate case notes/documentation as well as consumer skills development.

This service member may also provide transportation for consumers, develop and report various consumer based data, document consumer progress and work cooperatively with various agencies and community partners. Additional training and in-service opportunities may be made available via VSI. Members will be expected to perform other duties as assigned.

SUPERIOR AMERICORPS
Site Preference Sheet

Applicant Name: _____

Phone Number: _____

Address: _____

E-mail: _____

Although we cannot guarantee a particular position, we would like to honor your geographical preferences as much as possible. Please indicate your first, second and third choices.

- _____ Baraga or Houghton Counties
- _____ Dickinson or Iron Counties
- _____ Gogebic or Ontonagon Counties

Based on the attached descriptions, please indicate your first, second and third choices for specific positions.

_____ **School-Based Youth Outreach**

- _____ Elementary
- _____ Middle School
- _____ High School

_____ **Early Childhood Education**

- | | |
|-------------------------------|-----------------------|
| _____ Childcare (infants) | _____ Family Services |
| _____ Parent Support Outreach | _____ Preschool |
| _____ Volunteer Recruitment | _____ Wellness |

_____ **Community Organizations**

- | | |
|---|--|
| _____ Big Brothers Big Sisters | _____ Environmental Education |
| _____ Gogebic-Ontonagon ISD | _____ Goodwill Farm |
| _____ Keweenaw Bay Indian Community | _____ Little Brothers Friends of the Elderly |
| _____ Retired and Senior Volunteer Program (RSVP) | |
| _____ Vocational Strategies | |

Please list any dates/times that you **cannot** interview between June 30th and August 24th:

Please return this form and the four-page application form to:

Superior AmeriCorps
700 Park Avenue
Houghton, MI 49931



Application for:
Superior AmeriCorps
700 Park Avenue
Houghton, MI 49931

**PLEASE FILL OUT ALL FOUR PAGES COMPLETELY.
THANK YOU FOR YOUR INTEREST IN SUPERIOR AMERICORPS.**

HOW DID YOU HEAR ABOUT AMERICORPS? _____

I. APPLICANT PROFILE

NAME: _____
Last First Middle

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

ARE YOU A UNITED STATES CITIZEN, NATIONAL, OR LAWFUL PERMANENT RESIDENT ALIEN? YES NO
If you received your lawful permanent resident alien card after January 1987, please indicate the registration number and the card's expiration date: _____

CURRENT ADDRESS:

Number and Street City State Zip Code

Home Phone Work Phone Email address

PERMANENT ADDRESS:

Number and Street City State Zip Code

Home Phone Work Phone

II. COMMUNITY INVOLVEMENT

AmeriCorps is a national community service program. Have you ever participated in a national service program or local community service organization? Please list and describe any community service that you have performed whether paid or volunteer. Include neighborhood, school, youth, religious, social, professional, and volunteer groups, community service projects, and other relevant activities. List your most recent activities first and include the name of the organization, the type of service performed and the dates and frequency of your involvement.

III. EDUCATION & TRAINING

NAME AND LOCATION OF SCHOOL

DATES: FROM TO

AREA OF STUDY

WHAT IS THE HIGHEST LEVEL OF EDUCATION OR DEGREE YOU HAVE ATTAINED? _____

LIST DEGREES OR CERTIFICATIONS AND DATE(S) RECEIVED.

IV. EMPLOYMENT HISTORY

List the last three positions held, beginning with your current or most recent job. Complete this section even if you include a resume.

A. EMPLOYER: _____ YOUR TITLE: _____ PHONE NUMBER: _____

Street Address City State Zip Code

NAME OF SUPERVISOR: _____ HOURS PER WEEK: _____ FROM: / TO: /

RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

B. EMPLOYER: _____ YOUR TITLE: _____ PHONE NUMBER: _____

Street Address City State Zip Code

NAME OF SUPERVISOR: _____ HOURS PER WEEK: _____ FROM: / TO: /

RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

C. EMPLOYER: _____ YOUR TITLE: _____ PHONE NUMBER: _____

Street Address City State Zip Code

NAME OF SUPERVISOR: _____ HOURS PER WEEK: _____ FROM: / TO: /

RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

V. SKILLS

DESCRIBE OTHER EXPERIENCES OR SKILLS THAT QUALIFY YOU FOR SERVICE WITH SUPERIOR AMERICORPS:

VI. LEGAL

Existence of a criminal conviction/adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, misrepresentation of that record - lying or not telling the truth - *will* disqualify you. Answer the following questions fully.

Have you ever been convicted, or adjudicated as a juvenile offender, of any criminal offense by a civilian or military court? Do not include minor traffic violations.

Yes No

Are you now under charges for any offenses or are any civil suits or judgments pending against you? (Do not include charges for minor traffic offenses.) Yes No

Date: _____ Place: _____ Month _____ Day _____ Year _____

Charge: _____ Action Taken: _____

ARE YOU NOW ON PROBATION OR PAROLE? Yes No

Provide the name, address and phone number of the court, probation officer, or parole officer who we can contact to verify the above information.

Name: _____ Title: _____ Phone Number: _____

Address: _____

VII. CERTIFICATION

Your application must be certified with your original signature in ink. Please read the statement carefully before signing. Unsigned applications and applications with photocopied signatures will not be considered.

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps Member. I also understand that the information provided herein may be used to process my application for acceptance into AmeriCorps and for other general routine purposes by local programs and/or the Corporation for National and Community Service, and it will not be disclosed outside of these entities without my prior written permission.

Signature: _____ Date: _____

I understand that consideration for service is contingent on the results of a reference and background check, possible skills or other tests, and if I am offered a position, that my position is conditional until the results of my post-offer physical are known. Should I be offered a position, I hereby consent to such post-offer physical, including drug screening. I authorize you to investigate the truthfulness of all statements made on this application or in connection with my post-offer physical, to contact former employers and other listed references or any other persons who can verify information, and to discuss the results of any investigation with other employees of the agency involved in the hiring process. I give my consent of all contacted persons to provide information concerning this application, including a post-offer physical, and to give me written notice of such disclosure.

I agree to execute any lawful releases, consents and waivers required by you. I hereby release you and any other person from any liability whatsoever as a result of such inquiries and disclosures.

I understand that, if I have a disability and need a reasonable accommodation in any step of the hiring process to assist me to demonstrate my qualifications to perform the duties of the service position for which I am applying, I should inform the Director. Under Michigan law disabled employees and applicants may request an accommodation of their disability by notifying the agency in writing of the need for accommodation within 182 days of the date the disabled individual should know that an accommodation is needed. Failure to notify the agency may preclude any claim that the employer failed to accommodate the disabled individual.

I agree that any action of suit against the agency arising out of my service or termination of service, including but not limited to claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or forever be barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or suit arising out of my service, in which the agency prevails, I will pay the agency all costs incurred in defense of such claims, including attorney fees.

Any failure by me to fill out proper forms or provide notification of any Member benefits which results in loss of benefits shall not be retroactively paid for, nor covered. Also, my failure to properly notify the agency of changes in my family status or other information which results in unwarranted costs to the agency shall be my responsibility.

Any misrepresentation by me in this application, any refusal by me to sign lawfully required releases, consents, or waivers, or any failure by me to properly complete any lawfully required forms (I-9, W-4, etc.) may result in cancellation of the application and/or separation from the agency's service if I have held a position.

In consideration of any position I agree to conform to the rules and regulations of BHK Child Development Board, Superior AmeriCorps and state and national AmeriCorps programs. My service and compensation can be terminated, with or without notice, at any time, at the option of either the agency or myself. I understand that no representative of the agency except the Director has any authority to enter into any agreement of any specified time or to make any agreement contrary to the foregoing.

I certify I have read all of this application and that the information I have provided above is true and correct.

SIGNATURE: _____ DATE: _____

Incomplete applications will not be considered. THIS APPLICATION IS ONLY CONSIDERED ACTIVE FOR ONE PROGRAM YEAR.

BHK Child Development Board
is the administrative agency for Superior AmeriCorps.