

# MCHS AmeriCorps Host Site Award & Member Recruitment



Marshfield Clinic  
Health System



**AmeriCorps**



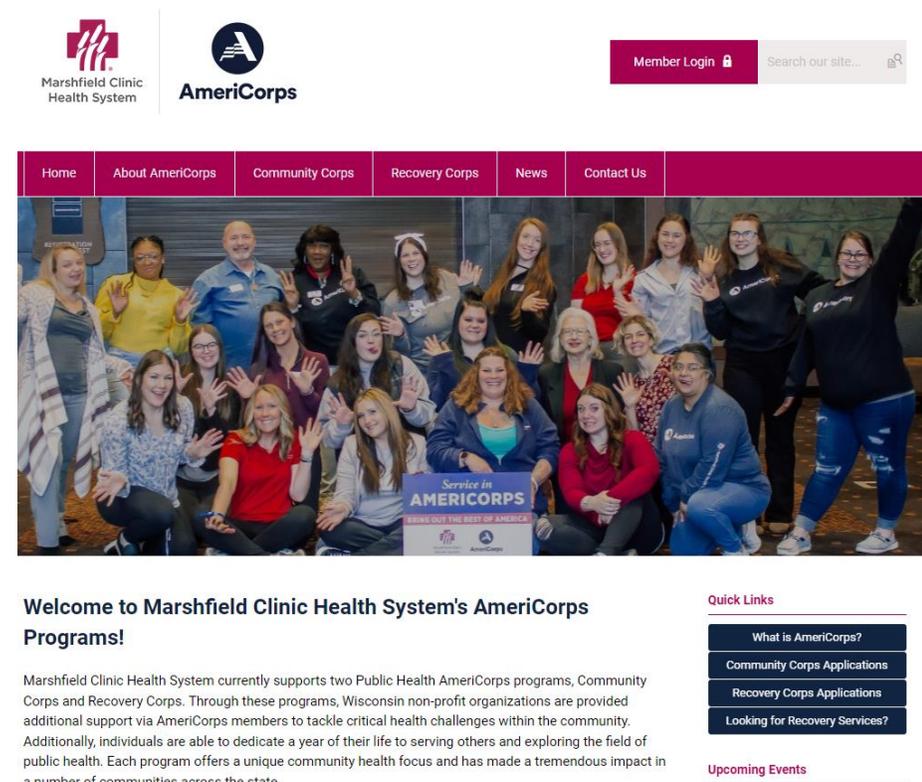
# Welcome to MCHS AmeriCorps

Congratulations on being awarded member positions for our Community Corps program!



# Recruitment Materials

1. MCHS AmeriCorps Member Application Link
2. Member Recruitment Document
  1. Timeline
  2. MCHS AmeriCorps Marketing for Recruitment
  3. Guidance and Tips
3. Civil Rights and Non Harassment Policy
4. Public Notice of Non Discrimination
5. Editable Recruitment Flyers



The screenshot shows the website for Marshfield Clinic Health System's AmeriCorps programs. At the top left, there are logos for Marshfield Clinic Health System and AmeriCorps. To the right, there is a 'Member Login' button and a search bar. Below the logos is a navigation menu with links for Home, About AmeriCorps, Community Corps, Recovery Corps, News, and Contact Us. The main content area features a large group photo of AmeriCorps members posing together, with a sign in front that reads 'Service in AMERICORPS' and 'MAKING OUT THE BEST OF AMERICA'. Below the photo, there is a heading 'Welcome to Marshfield Clinic Health System's AmeriCorps Programs!' followed by a paragraph of text describing the programs. On the right side, there is a 'Quick Links' section with buttons for 'What is AmeriCorps?', 'Community Corps Applications', 'Recovery Corps Applications', and 'Looking for Recovery Services?'. At the bottom right, there is an 'Upcoming Events' section.

# Important Costs to note

Member living stipend – cost covered by MCHS

- \$21,500 or \$826.92 bi-weekly gross pay (FT)
- \$15,050 or \$578.85 bi-weekly gross pay (TQT)
- \$10,750 or \$413.46 bi-weekly gross pay (HT)

Host-site payment not due until after your member(s) begin their service

- Variable cost this year– will inform you ASAP once we know more



# Member Benefits

Bi-Weekly Living Stipend  
Education Award  
Loan Forbearance  
Health Insurance (FT only)  
Childcare (FT only)



\*\*Host Sites are not allowed to provide cash value benefits to members such as gift cards, additional pay, and bonuses.



# Required Hours

Position Type	Total Hours	Minimum Hours per week
Full-Time	1700 hours	34 hours
Three-Quarter Time	1200 hours	24 hours
Half-Time	900 hours	18 hours



# MCHS Recruitment

General postings on:

- MCHS Career Opportunities page
- AmeriCorps website
- Indeed
- MCHS Social Media (FB, Instagram, LinkedIn)
- Site specific postings on AmeriCorps Handshake account



**NOW ACCEPTING  
MEMBER  
APPLICATIONS**

For the 2023-24 AmeriCorps Service Term

[Learn more at mchsameri corps.org](https://mchsameri corps.org)

Marshfield Clinic Health System AmeriCorps

The banner features three circular images: a woman holding a sign, three women smiling, and a woman in a yellow jacket standing next to boxes. Logos for Marshfield Clinic Health System and AmeriCorps are also present.

\*\*When we receive an application, we will forward on to any applicable host sites



# Handshake Postings

MCHS has access to AmeriCorps Handshake Account

- Posted to most schools in the Midwest
- We manage the postings for you
- Submit 1 posting per organization

**Fresh**

Full-Time · Internship

## Pantry Coordinator - AmeriCorps Member



**AmeriCorps**

On-site · Marinette, WI

**Fresh**

Full-Time · Internship

## Environmental Outreach Coordinator - AmeriCorps Position



**AmeriCorps**

On-site · Milwaukee, WI



# Building your recruitment plan

Plan

Market

Screen

Interview

Select



# Next Steps

## 1. Finalize member duties and logistics

- Where will they be serving?
- What will be their duties?
- Who will be their supervisor?

## 2. Work on a position posting

- Tangible and Intangible benefits

## 3. Decide on application process

- Will they apply through your website? Email a resume?
- How will you screen applicants?
- What will be the interview process, interview questions, etc.?
- Who will be involved in the interview process and decision?



# Ideas for marketing

- Website
- Social media – Facebook, Instagram, LinkedIn
- Job boards
- Email lists
- Newsletter/Media
- Word of Mouth
  - Board members
  - Current volunteers



Take a gap year to earn money for college and learn job skills. Apply today!



**We're 80** individuals  
seeking to improve **community health**  
through AmeriCorps service.

For more information or to apply visit:  
<https://bit.ly/MCHS-Service>.



Marshfield Clinic Health System AmeriCorps

AmeriCorps is an option for high school graduates age 17 or older.

# Member Selection Recommendations

- Are they a truly a good fit for the position?
- Are they committed to a full year of service?
- Can they meet all the AmeriCorps requirements?
  - Time commitment
  - Orientation
  - Training
- Be inclusive and provide equal opportunity



# Already have a member?

Contact Shelly Kaiser to get the recruitment process started!

[kaiser.shelly@marshfieldclinic.org](mailto:kaiser.shelly@marshfieldclinic.org)



## Is your current member coming back for second term?

- Returning members don't need to fill out a new application or go through the background check process
  - Complete a new MSA with AmeriCorps
  - Few forms and a survey
- Returning members required to attend all of orientation
- Cannot serve or count any hours between August 31-September 9, the gap between terms
- Consider amping up your expectations and member's experience so they continue to grow & stay motivated



# Recruitment Tips

- Start early
- Use multiple methods
- Believe in what you are “selling”
- Be realistic and honest of member expectations



# Common Questions about Recruitment

1. Can a member also be employed by my organization?
2. Can a member also be a student?
3. What if I don't find the right member?
4. Can I require additional qualifications for our member?
5. I received an application, but they aren't the right fit for our organization but they really want to serve, what should I do?



# I have found my member, now what?

1. Make the offer!
2. Notify MCHS to start AmeriCorps Enrollment when you have an accepted offer
  - Name? FT, TQT or HT?
  - Confirm candidate is submitting or has submitted app
  - Confirm supervisor – this is who we will communicate with through enrollment
3. What training might this member need?
4. What equipment and supplies will need to be ordered/gathered
5. Stay connected with your member



# Important dates

- Member recruitment ends August 12
- Member orientation begins September 9
- Host Site Supervisor training September 12
- Member begins at your host site September 16
- We are here to help!



# Questions?

