

MCHS AmeriCorps Host Site Award & Member Recruitment



Marshfield Clinic
Health System



AmeriCorps



Marshfield Clinic Health System

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



Marshfield Clinic Health System

AmeriCorps

Member Login

Search our site...

Home About AmeriCorps Community Corps Recovery Corps News Contact Us

Service in AMERICORPS
LEADING OUT THE BEST OF AMERICA

Welcome to Marshfield Clinic Health System's AmeriCorps Programs!

Marshfield Clinic Health System currently supports two Public Health AmeriCorps programs, Community Corps and Recovery Corps. Through these programs, Wisconsin non-profit organizations are provided additional support via AmeriCorps members to tackle critical health challenges within the community. Additionally, individuals are able to dedicate a year of their life to serving others and exploring the field of public health. Each program offers a unique community health focus and has made a tremendous impact in a number of communities across the state.

Quick Links

- What is AmeriCorps?
- Community Corps Applications
- Recovery Corps Applications
- Looking for Recovery Services?

Upcoming Events

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

****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



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?

