

## PlusTime NH AmeriCorps\*VISTA Program Fact Sheet Information for Potential Members and Host Sites

### About PlusTime NH



PlusTime NH was established in 1990 in response to the rising problems of unsupervised youth. Since then, PlusTime NH has become a nationally recognized state-wide non-profit organization.

**Values:** PlusTime NH strongly believes that all youth need and deserve quality afterschool experiences that will increase their capacity for success and happiness.

**Mission:** To our mission: to provide the guidance, leadership, and support essential to create, expand, and sustain afterschool programs in New Hampshire communities.

**What We Do:** At PlusTime NH we (1) distribute resources and funding to afterschool programs; (2) consult with afterschool program staff and community members to start new programs and enhance existing ones; (3) provide professional development opportunities for afterschool administrators and staff; (4) promote the idea of afterschool through an educational social marketing campaign; (5) advocate at local, state and national levels for the financial and professional advancement of the afterschool field; (6) sponsor both an AmeriCorps and an AmeriCorps\*VISTA Program, which offers programs the opportunity to host a National Service member while also receiving critical project support from the PlusTime Project Managers.

**Where We Are Located:** PlusTime NH's office is located at 202 North State Street in Concord, NH.

### PlusTime NH's AmeriCorps\*VISTA Program



AmeriCorps\*VISTA was established by the US Government in the 1960's, and is often seen as the 'Domestic Peace Corps'. The primary goal of the AmeriCorps\*VISTA Program is to help build the capacity of non-profit organizations to serve low-income people and communities. Similar to the Peace Corps, AmeriCorps\*VISTA positions are designed to assist host sites in developing and coordinating programs and systems that will eventually become sustainable without the support of an AmeriCorps\*VISTA member.

PlusTime NH is proud to be the sponsoring organization for a dynamic, multi-state AmeriCorps\*VISTA Program. Through this sponsorship, PlusTime NH is able to offer AmeriCorps\*VISTA as a resource to afterschool programs and organizations.

### Geographic Locations of the Program

PlusTime NH AmeriCorps\*VISTA members may serve in an afterschool program or organization in New Hampshire **OR** in one of PlusTime NH's partner states. **Currently, we are able to offer A\*VISTA positions throughout New Hampshire.**

### Types of Service Performed by PlusTime NH AmeriCorps\*VISTA Members

The main objective for PlusTime NH AmeriCorps\*VISTA members is to assist in building the capacity and sustainability of afterschool programs and organizations. Based on both the needs of the host site and the skills of the member, tasks may include:

- Increasing revenue by researching and writing grants, developing and organizing fundraisers, developing systems to enhance donor relations, etc.
- Building community support by engaging key stakeholders through public relations and media outreach efforts, parent engagement strategies, etc.

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- Increasing support by developing systems for recruiting, managing and recognizing volunteers.
- Strengthening operations by developing technology systems, providing technological support and assisting in the planning and implementation of technological strategic plans.
- Supporting program evaluation efforts by organizing key research and statistics, designing and implementing program surveys, tabulating results, creating presentations, etc.
- Enhancing programming options by researching and coordinating innovative curriculum ideas, strengthening relationships with local schools to develop the connection between the school-day and the afterschool program, creating connections with local enrichment providers, etc.

The beauty of the AmeriCorps\*VISTA Program is that depending on interests and skills, AmeriCorps\*VISTA members can work with their host sites to develop special projects which would benefit both the member and host site. Creativity is both allowed and encouraged!

### AmeriCorps\*VISTA Program Parameters

#### **Time Commitment**

AmeriCorps\*VISTA members commit to a one-year (12 month) position at their host site.

During this year, members are required to serve full-time, or approximately 40 hours/week. Daily schedules can vary slightly between host sites, but will usually follow a typical business day. Some positions may occasionally require evening or weekend hours if members are participating in program/community meetings or special events.

AmeriCorps\*VISTA members are strictly **not** allowed to hold additional employment or attend school full-time while serving. Exceptions may be made for members wishing to attend part-time classes.

AmeriCorp\*VISTA positions start throughout the year. There are Fall, Winter, Spring and Summer start dates.

#### **AmeriCorps\*VISTA Benefits**

Members receive a modest monthly living stipend, which is directly deposited on a bi-weekly basis. Living stipend rates are calculated according to the area that a member is serving:

- New Hampshire = \$909/month.(gross)

Members also receive: health coverage (no stipend deductions are taken for this coverage), life insurance, federal student loan deferral, 10 days of sick leave, 10 days of vacation leave, holidays, and a choice of a **\$4725** education award or **\$1200** cash stipend upon successful completion of service.

**\*\*Special Bonus for PlusTime NH A\*VISTAs:** For members who serve with PlusTime NH, we are able to offer the option of choosing an additional \$75/month compensation in the form of gas and/or grocery gift cards! Hooray!

#### **Relocation for Service**

Members who relocate 100 miles or more for service are eligible for a one-time relocation allotment of \$550.00, and will also be reimbursed for travel costs (baggage shipment, mileage reimbursement if driving personal vehicle).

### PlusTime NH AmeriCorps\*VISTA Program Requirements

#### **Member Requirements**

Applicants must be at least 18 years of age, and there is no upper age limit. Applicants must be U.S. Citizens or have Permanent Resident Status. High school or GED requirements must be completed; however, most PlusTime positions prefer candidates with Bachelor Degrees in specific fields. Applicants must be able to serve

on a full-time basis for the duration of the project. Applicants must have reliable transportation. AmeriCorps\*VISTA service cannot be used to satisfy requirements of parole or probation.

Throughout a member's term of service, there are various requirements that must be successfully completed: timesheets are submitted bi-weekly, project progress reports are submitted quarterly, performance reviews are completed twice/year. In addition, there are team meetings and events that require participation from all members.

### **Host Site Requirements**

Applicant organizations must provide services to children and/or youth during the afterschool hours, or be an organization that promotes afterschool through research, advocacy, program consultation, etc. Host Site applicants must have an established governance system, and be able to appoint a direct project supervisor for the AmeriCorps\*VISTA member. The direct supervisor must be employed full-time with the host site, and must be able to provide effective guidance and support throughout the member's term of service.

Throughout a member's term of service, there are various requirements that must be successfully completed: timesheets are submitted bi-weekly, project progress reports are submitted quarterly, performance reviews are completed twice/year. In addition, there are team meetings and events that require participation from all members. Host Sites must be willing and able to plan for their member's absence during these times.

Upon successful recruitment of an A\*VISTA Member, Host Sites are required to submit a cost-share to PlusTime NH. This cost-share is a requirement of the Federal Grant that supports our efforts to manage this A\*VISTA Program.

Cost Share Amounts range from \$5,000 to \$7,000. This amount will be pro-rated if, for some reason, an A\*VISTA Member is unable to complete his/her 12 month service term.

## **Application Procedures**

AmeriCorps\*VISTA applicants must complete an on-line application that includes a motivational statement (essay) and two written professional references. Additionally, all applicants will go through a two-step interview process and criminal background check.

Host Site Applicants initially talk with the AmeriCorps\*VISTA Project Manager to review the application process and guidelines. A written application must then be submitted (which includes a Program Narrative section and a Project Plan section (member work plan)). Additionally, an organizational chart, supervisor resume, and two letters of support for the proposed AmeriCorps\*VISTA project must be submitted.

**To receive instructions for either application, OR if you have any further questions, please contact:**

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