



Campus Compact for Southern New England
AmeriCorps VISTA Program

**Member Recruitment Guide
2018-2019**

CCSNE Recruitment Guide for Host Sites

What is AmeriCorps VISTA?

Founded in 1965, Volunteers in Service to America (VISTA) is a federal, national service program designed to provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. In 1993, VISTA was incorporated into the AmeriCorps network of programs, housed at the Corporation for National and Community Service (CNCS).

AmeriCorps VISTA supports efforts to alleviate poverty by recruiting US Citizens and people with United States work authorization aged 18 years and older from diverse backgrounds to dedicate a year of full-time service with a sponsoring organization (“sponsor”) to create or expand programs designed to empower individuals and communities in overcoming poverty.

VISTA projects must include the four core principles outlined by CNCS: anti-poverty, community empowerment, sustainable solutions and capacity building along with, at least, one of the priority focus areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures and veterans and military families. CCSNE VISTA focuses on the education priority.

1. Anti-Poverty Goals — Empowering individuals in low-income communities.
2. Capacity Building — Improving the ability of organizations to deliver programs, acquire resources, and meet their mission.
3. Sustainable Solutions — Improvements put in place by a VISTA will have long-term impact, beyond the member’s year of service.

What is Campus Compact for Southern New England?

Campus Compact for Southern New England (CCSNE) is a coalition of over 95 colleges and universities across Connecticut, Massachusetts, and Rhode Island committed to advancing the public purposes of higher education by deepening our ability to improve community life and to educate students for civic and social responsibility. CCSNE envisions colleges and universities as vital agents and architects of a diverse democracy, committed to educating students for responsible citizenship in ways that both deepen their education and improve the quality of community life. We challenge institutions of higher education to make civic and community engagement an institutional priority.

CCSNE puts special emphasis on partnerships to support student success and civic learning across the education continuum. We help colleges and universities advance community goals in areas such as K-12 learning, college readiness, college access, and the development of student civic knowledge and skills at every level. CCSNE’s work strengthens colleges and universities as contributors to educational improvement now while developing the next generation of citizens and leaders for our communities.

What is CCSNE AmeriCorps VISTA?

CCSNE AmeriCorps VISTA is a corps of dedicated national service members hosted by 2 and 4-year public and private institutions of higher education, and non-profit organizations throughout Southern New England to leverage university resources to improve educational outcomes for youth and students who live in poverty or who attend under-resourced schools.

CCSNE VISTAs are integrated into the staff of their respective host campuses and/or community organizations to build capacity for improved education outcomes in three areas: School Readiness; K-12 Success; and Post-Secondary Access and Success. CCSNE VISTA members develop new programs, improve and expand existing ones, and strive to recruit, train and support college student volunteers to engage with youth in intentional and impactful ways across the region. Our corps of 51 CCSNE AmeriCorps VISTA members form a strong network and convene regularly to further their personal and professional development goals throughout their year of service.

Who is Eligible to be a CCSNE AmeriCorps VISTA Member?

Applicants must possess:

- A passion for AmeriCorps VISTA's mission of fighting poverty and strengthening communities
- U.S. citizenship or U.S. work authorization covering the year of service
- 2- or 4-year college degree
- Strong written and verbal communication skills
- Experience with college-level community service, service-learning, civic engagement, student leadership, STEM, and/or campus-community partnership work
- Ability to adapt to different work environments
- Interest or experience in PK-20 education
- Desire for professional development through cohort-based program model
- High degree of integrity and professionalism
- Strong relationship-building skills
- Positive attitude and dedication to collaboration with diverse groups
- Strong organizational skills

Terms & Benefits of AmeriCorps VISTA Service:

Terms of AmeriCorps VISTA Service:

- AmeriCorps VISTA members commit to a 12 month, full-time placement.
- Additional outside employment is permitted with approval from the host site supervisor and CCSNE program staff. Outside employment must not interfere with VISTA service.
- A VISTA member is allowed to attend class(es) part-time as long as their studies do not interfere with their VISTA responsibilities. VISTA members must receive approval from host site supervisors before enrolling in courses.
- The Hatch Act applies to VISTA members at all times during their service, including certain activities during their off-duty hours. A VISTA is prohibited from engaging in any

form of political activity (either partisan or nonpartisan) during their year of service. [Click here](#) to learn more about the Hatch Act.

Benefits CCSNE AmeriCorps VISTA Service:

- Segal AmeriCorps Education Award (\$5,920) or post service stipend (\$1,800) upon successful completion of the program
- Monthly living allowance (indexed by cost of living of the county of service)
- Healthcare benefits
- Access to monthly professional development
- One year of noncompetitive eligibility for federal government jobs after service
- Student loan forbearance or deferment while serving
- Access to national and state Campus Compact network opportunities
- Child Care assistance

[Click here](#) to learn more about VISTA in service benefits.

Recruitment Procedure:

Host sites are **required** to conduct local recruitment in order to fill their CCSNE AmeriCorps VISTA slot. The local recruitment process should begin when the host site receives their 2018-2019 award letter from the CCSNE VISTA program staff. Host sites have until May 15, 2018 to identify a local candidate and forward the candidate's application materials to the CCSNE VISTA program team. Please see below for details on the application process.

Application Process:

1. The host site recruits, screens and selects their final candidate for their CCSNE VISTA position.
2. The host site notifies CCSNE that they have selected their final candidate by forwarding the candidate's name, contact information, resume, and cover letter to ccsnevista@compact.org and completing the [Host Site Recommendation form](#).
3. The host site requests that their candidate completes and submits the following mandatory application materials:
 - a. Create an application at my.americorps.gov and submit to the *Campus Compact for Southern New England AmeriCorps VISTA* program listing
4. Once the full application is received, the candidate will be screened by the CCSNE staff and VISTA Leaders.
5. Upon final review of the CCSNE staff, the candidate will be forwarded to the Corporation for National Service for final approval.

Candidates must be received and processed by CCSNE by My 15, 2018.

National Candidates:

National candidates will apply to CCSNE during the recruitment process. These candidates will be processed and screened by the team at CCSNE. If the candidate is determined to be a fit for the CCSNE VISTA program, the following will occur:

1. The CCSNE VISTA team will evaluate the candidate's skills, experiences, and regional preference.
2. The candidate's materials will be forwarded to a host site whose project needs match the candidate's skills and experience.
3. The host site supervisor has **48 HOURS** to notify CCSNE if they would like to move forward with interviewing the candidate.
4. The host site supervisor **MUST** make a decision on the candidate's fitness within **2 week** of receiving their application materials.
5. If the candidate is not a fit, they will be considered for other CCSNE VISTA positions.

Resources for Recruitment:

How to Advertise Your CCSNE VISTA Position:

- Promote the position(s) through your site's social media accounts, newsletter and website.
- Connect with the career services office on your campus:
 - Post your CCSNE VISTA position to the career services position posting page.
 - Provide the position information to your career counselors and advisors to use during student meetings.
- Post your position on campus-wide listservs, particularly on lists for programs and students that emphasize community engagement, education, leadership and/or service.
- Ask your community partner organizations to send the recruitment materials out to their networks.
- Post your position on regional education consortium websites and listservs.
- Promote the positions through alumni network communications and encourage them to share the positions and/or apply themselves.
- Post your position on indeed.com.
- Post your position on idealist.org.

Resource:

The [Candidate Screening Guide](#) is a resource for host site supervisors to identify the integral traits and skills a candidate must possess to successfully advance your CCSNE AmeriCorps VISTA project. This guide also contains sample screening questions for candidate interviews.