# Maine Conservation Corps Shore Corps Stewards

**Shore Corps Stewards (SCS) are Maine Conservation Corps members who are individually placed at a Host Site to focus on expanding awareness and implementation of nature-based solutions for shoreline stabilization.**

**Shore Corps Stewards are funded through a NOAA (National Oceanic and Atmospheric Administration) grant.**

*Organizations are encouraged to discuss placements and projects with MCC staff. PLEASE NOTE, SUBMITTING THE APPLICATION INDICATES YOU ARE PREPARED TO HOST THIS POSITION. SLOTS ARE LIMITED, ONCE WE ACCEPT SITES, WE MOVE QUICKLY TO BEGIN FILLING THE POSITIONS. IF WE ACCEPT YOUR APPLICATION, YOU MUST IMMEDIATELY INFORM US IF YOU ARE UNABLE TO CONTINUE.*

## General Guidance

* Applications must demonstrate that the SCS’s service activities will make progress towards the 4 objectives of Shore Corps Stewards, will directly benefit the communities served, and the project will involve the community.
* Applications must demonstrate that the SCS will develop professionally from attentive mentorship by the Host Site and through meaningful and relevant service activities.
* SCSs must be placed in a direct service position for the entire service term. The SCS’s projects may not include regular duties that support administrative tasks such as clerical work, janitorial responsibilities, and similar activities, except as they support the goals of the proposed project.
* Host Sites will not receive more than one SCS.
* There is an initial training period before the SCS will arrive for service at your Host Site, as well as additional trainings these positions will receive. We anticipate a multiple days of initial orientation, time with the DEP NPS Training Center, and monthly demonstration projects.
* SCS service activities must not displace employees or volunteers.
* Host Sites must have a Drug Free Workplace Policy and a Non-Discrimination Policy.
* Host Sites must be federal, municipal, state, or non-profit organizations.

## application and Selection process

**Host Site Applications Deadlines:**

**DUE: January 6, 2025**

MCC Staff will review and evaluate Host Site applications after the deadline.

Approval of SCS placements will likely include a scoring process for applications and is contingent upon the host site providing additional information, such as reviewing and editing a position description, recruitment ad, and other materials as requested.

After an application has been formally accepted, the Host Site will be required to sign a Cooperative Agreement specifying details of the service placement along with additional paperwork required by MCC.

MCC will recruit, screen, and initiate the Criminal History Check process for candidates. Host Site Supervisors will then receive the candidates’ materials, conduct their own interviews, and select a candidate. MCC will then begin the onboarding process.

All offers to SCSs are contingent upon confirmation of eligibility and successfully passing comprehensive criminal history checks including:

* State Criminal History Checks
* FBI Fingerprint Check
* National Sex Offender Public Website Check

## host site duties and responsibilities

* Host Sites must identify a Host Site Supervisor, who will attend Host Site Supervisor Training, provide regular supervision, and complete required paperwork, such as: reviewing member timesheets, evaluating the member’s performance, and a quarterly questionnaire.
* Upon receiving approval to host a SCS, the Host Site Supervisor will receive Host Site Supervisor training, materials, and ongoing support pertaining to Maine Conservation Corps and AmeriCorps policies and procedures. This will equip them to oversee the SCS project and provide a positive placement experience, and while these are not AmeriCorps positions, MCC is an AmeriCorps program and most policies will align across programs.
* SCSs will complete their own timesheets and quarterly reports. Timesheets must be reviewed and approved by the Host Site Supervisor weekly. Host Sites will also complete quarterly reports, and conduct mid-term and end-of-term evaluations.
* Host Sites will provide a workstation, equipment, transportation, and personal protective equipment necessary to fulfill the duties of the position and ensure SCS safety.
* Host Site Supervisors are responsible for daily support to ensure a mutually beneficial placement for the Host Site and SCS.
* SCSs receive formal training at the beginning of their service term, including an orientation provided by MCC. The host site should be prepared to provide site-specific orientation and training.

**Please submit one copy of the completed application to:**

**MAILING ADDRESS HAND DELIVERY LOCATION**

Maine Conservation Corps Maine Conservation Corps

124 State House Station 54 Independence Drive

Augusta, Maine 04333-0124 Augusta, ME 04330

**FACSIMILE TRANSMISSION E-MAIL SUBMISSION**

Fax: (207) 287-3342 Deidrah.Stanchfield@maine.gov

Please include a signed PDF AND a Word copy for ease in transferring information to the recruitment documents and Position Description

# specific application instructions

## **Page 1**

This section collects host site contact information, provides service dates, and a statement regarding the importance of being ready to host a member upon submitting application materials.

## **Qualifications for Host Sites**

Section 1A: These SCS positions are made possible through a NOAA (National Oceanic and Atmospheric Administration) grant. To be able to receive a member, the project must expand awareness and implementation of nature-based solutions for shoreline stabilization.

This section clearly identifies the 4 objectives, indicate you do or do not understand these objectives and you can host a member who will focus solely on these objectives.

Section 1B: Which of the 4 objectives listed in 1A is your organization currently focused on? How will the SCS expand the ability of your organization to meet the need? Having clear outcomes and goals identified will ensure success is measurable.

Section 1C: Acknowledge that SCS members will be away from your site at least once a month for a hands on demonstration project.

Section 1D: This section allows a site to propose a demonstration project for the group to focus on/complete. This section should include some project specifics and whether the community can be involved or not.

Section 1E: If we choose your demonstration project, who at your organization can spearhead the permitting and planning process? What experience do they have in this area?

Section 1F: Describe the impact area of your organization (both size and population, and any other characteristics you think will help us understand your impact).

Section 1G: Describe how your organization connects with low income and disadvantaged communities. One tool is listed, but your specific local context is also taken into consideration.

## **Housing**

Section 2A: Many Maine Conservation Corps members come from outside of Maine. Having housing available onsite can increase the applicant pool, as it is difficult to manage housing costs on a living allowance. Please describe what you can provide if anything. Examples include a tent site, a cabin with or without running water, an efficiency apartment, a room within a dorm-like environment, or other accommodations.

Section 2B: While we encourage housing to be made available at no charge, having options with a modest rental fee is also encouraged. If you charge rent for the space, please indicate that here and the amount so we can appropriately describe this to applicants.

## **Host Site Needs and Position Description Components**

Section 3A: Briefly describe your organization and mission. Are you a State agency? Non-Profit? Municipality or other? MCC members may not provide service to for-profit entities. **3A and 3B will be utilized to create recruitment ads, this is a chance to sell your site to candidates and enable them to know how their service will make an impact and serve communities.**

Section 3B: Provide a brief description here that summarizes the objectives of the position and projects the SCS will be completing. Additionally, how is the community involved and how can the member collect more community input/participation?

Section 3C: This section should provide a basic timeline of tasks so the member can understand better what the year will look like.

## **Member Experience**

Section 4A: MCC aims to provide members with the opportunity to grow their resume, job skills, and experience. How does your position provide these opportunities, and how will you support their growth beyond everyday tasks and responsibilities?

Section 4B: Please identify the primary supervisor for this position and a secondary individual who will be available if the primary supervisor is away, on vacation, or becomes unavailable for any reason. Both will be entered into OnCorps (the timekeeping and reporting platform) to approve timesheets from the members.

Section 4C: MCC must evaluate supervisors to ensure they are qualified to oversee members. If the placement is accepted, we will also require a position description for all individuals identified as supervisors.

## **Operational Needs**

Section 5A: The box on the left identifies items and access the host site must provide to the CTS. Please be sure to check the box and acknowledge your site can provide these things. The box on the right indicates what kind of housing and transportation your site will provide. We ask these questions to gain a better understanding of what the placement will look like for the member, to answer general questions during the application process.

Section 5B: Describe other support, supplies, and/or equipment your organization will provide to use during the service term. Examples include a canoe, a full-day conference on community tree stewardship, an ID card necessary to enter facilities, waders, an ATV, other field gear, etc.

Section 5C: What type of personal gear should this member come prepared with? Do you expect that the member will have gear or equipment beyond regular work wear, sturdy boots, etc.? Are there special boots (steel toe/no toe/waders etc.) required for the tasks they will be asked to perform? Do you recommend other items, such as a large-capacity backpack, water bottles, bug net, etc.?

## **Host Site Roles and Responsibilities**

These checkboxes are indicative of the requirements of becoming a Host Site Supervisor. In return for an CTS placement, we require a commitment on the part of the host site to meet MCC and AmeriCorps expectations and remain in compliance.

Section 6A: Can you orient the member to your organization and its operations? Will you outline the tasks, provide guidance to new tasks, and clearly define expectations?

Section 6B: Supervision is required to happen on a regular basis, weekly at minimum. Meetings should address the progress on goals, outline tasks, and discuss how the member is finding fulfillment and meaning in their position.

Section 6C: Can you ensure the member is on task daily?

Section 6D: **Host Site Supervisor Training is mandatory.** A calendar invite will be sent upon acceptance of the Host Site Application, please note the expected training timeline on the application. **This requirement applies to all Host Site Supervisors, both new and returning.**

Section 6E: MCC requires quarterly reports indicating the scope of tasks that are being completed at the organization, and reports indicating that the member is finding satisfaction and meaning. Directions for these reports will be delivered during Host Site Supervisor training.

Section 6F: MCC is required to train Host Site Supervisors. When someone leaves without enough time for MCC to train the replacement, it can cause issues. Please affirm that you will notify MCC as promptly as possible in the event the Host Site Supervisor is changing.

Section 6G: Infrequently, MCC receives additional requests from AmeriCorps, Volunteer Maine (VM), The Corps Network (TCN), and possibly the State of Maine which may result in additional reporting requirements. We will inform the organization as soon as possible in these cases. Helping MCC meet unexpected requests is a part of being a Host Site Supervisor. Additionally, with SCS positions specifically, NOAA may have additional requirements for reporting or training.

Section 6H: Host Site Supervisor expectations are reviewed during training. Requirements are included in the HS Application, and reiterated in the Cooperative Agreement.

Section 6I: SCSs are MCC members, and as such there are several mandatory training days and ongoing learning objectives. These dates and activities are shared in advance. A detailed training and event schedule is provided at the Host Site Supervisor training.

## **Signatures and delivery**

Please send a PDF with signature AND a Word copy if possible to the Program Manager’s email address. The PDF with the signature is for our records, but having a Word copy is more workable for generating the follow up documents.

**DUE January 6, 2025**

**Please submit one copy of the completed project proposal to:**

**MAILING ADDRESS HAND DELIVERY LOCATION**

Maine Conservation Corps Maine Conservation Corps

124 State House Station 54 Independence Drive

Augusta, Maine 04333-0124 Augusta, ME 04330

**FACSIMILE TRANSMISSION E-MAIL SUBMISSION (Preferred)**

Fax: (207) 287-3342 Deidrah.Stanchfield@maine.gov

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# Prohibited program activities

The MCC is an AmeriCorps program supporting the ethic of the National Service movement and the guidelines of the AmeriCorps program. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

(1) Attempting to influence legislation;

(2) Organizing or engaging in protests, petitions, boycotts, or strikes;

(3) Assisting, promoting, or deterring union organizing;

(4) Impairing existing contracts for services or collective bargaining agreements;

(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

(6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

(7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

(8) Providing a direct benefit to -

(i) A business organized for profit;

(ii) A labor union;

(iii) A partisan political organization;

(iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;

(v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and

(9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;

(10) Providing abortion services or referrals for receipt of such services; and

(11) Such other activities as the Corporation may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

**Census Activities**. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

**Election and Polling Activities**. AmeriCorps member may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

All locations where members serve should post a list of the prohibited activities, when possible.