Host Site Application

Forward completed application

and any supporting documentation to [Deidrah.Stanchfield@maine.gov](mailto:Deidrah.Stanchfield@maine.gov)

**DUE January 6, 2025 for 900-hour positions starting in June!**

**There are a limited number of slots, and applications will be reviewed as they are received and then for alignment** **with MCC program goals, mission, and AmeriCorps grant.**

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| Host Organization: |  | Date: |  |
| Contact Name: |  | Contact Phone: |  |
| Contact Address: |  | Contact Email: |  |
| Website: |  | | |
| *If you are applying for more than one Environmental Steward (ES), please fill out a separate application for each.*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Term in Hours | | MCC Position Title | Initial MCC Training Requirement | Start/End Dates | CASH Contribution Amount | # Positions Available | |  | 900 | Environmental Steward | 1 week | 6/9/2025-11/21/2025 | $11,000 | Up to 12 | | **Please select the additional training options you would like your ES to receive.** | | | | | | | |  | 900 | Chainsaw Safety Training (This is required for an ES to operate a chainsaw) | 1 week, includes housing and meals. | TBD (June) | $0 | N/A | | | | |
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**Applicants should thoroughly review the Host Site Application Instructions and reach out with any questions. 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 BE PREPARED TO IMMEDIATELY INFORM US IF YOU ARE UNABLE TO CONTINUE. ONCE WE BEGIN THE RECRUITMENT PROCESS, IF YOU WITHDRAW, THERE WILL BE A FEE.**

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| **Section** | **Housing** | |
| **1A** | **Host Sites that provide housing are more attractive to candidates, yielding a greater applicant pool. Can you provide housing? If so, please describe the accommodations.** |  |
| **1B** | **Is there a charge for housing to the member if available? If so, what is the cost to the member?** |  |
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| **Section** | **Funding** | |
| **2A** | **Indicate here if the funding for the position is secure, or if your organization is waiting for notice of funding. Describe the funding source and/or circumstances if funding is pending.** |  |

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| **Section** | **Host Site Needs and Position Description Components** | | | | |
| **3A** | **Provide a brief description of your organization and mission. Include organizational type (e.g. state, federal, municipal, non-profit.** | | |  | |
| **3B** | **In 2 or 3 sentences, summarize the concept of the position and project(s) in which the member will be involved.** | | |  | |
| **3C** | **Describe the need for this project. How was the need determined?** | | |  | |
| **3D** | **How will the placement of an AmeriCorps member enhance your organization’s ability to meet long-term goals and build capacity?** | | |  | |
| **3E** | **Describe the purpose of the ES position, including an overview of the objectives, goals, and activities of the member as they relate to the project scope.** | | |  | |
| **3F** | **Provide a general timeline for the tasks the member will be expected to complete.** | | |  | |
| **3G** | **Provide a bulleted list of the duties this ES will be engaged in to achieve the objectives and goals of the position. This should be comprehensive and will be inserted into the position description.** | | |  | |
| **3H** | **Provide a bulleted list of skills and abilities the ES MUST possess to complete the duties described above (Essential Functions)** | | |  | |
| **3I** | **What are the skills or abilities that you would like your ES to have, but are not necessary to fulfill the duties of the position OR could be accommodated? (Marginal Functions)** | | |  | |
| **3J** | **What kind of conditions will the ES be serving in? What can they expect from the landscape or service environment?** | | |  | |
| **3K** | | **Prioritize three qualifications,  experiences, and/or certifications your ideal applicant will possess. Indicate if each is preferred or required.** | **1.** | |  |
| **2.** | |  |
| **3.** | |  |
| **Provide additional qualifications here:** | | |

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| **Section** | **AmeriCorps Member Experience** | |
| **4A** | **Explain how an AmeriCorps member will develop professionally from this placement. Please describe the mentorship you will provide. What training/experience will they acquire?** |  |
| **4B** | **Identify the staff member(s) in your organization who will be responsible for day-to-day supervision and mentorship, including an estimate of staff time that will be devoted.** |  |
| **4C** | **Explain the identified staff members’ supervisory and mentorship experience.** |  |

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| **Section** | **Operational Needs** | |
| **5A** | **Members will need their own adequate workspace, equipment and supplies.**  **The Host Site will be responsible for providing:**   * Desk/workspace * Computer with standard Windows Office Suite programs and internet access * Phone * Email * Access to a printer   **NOTE:** These resources can be shared  Please check this box to indicate you can provide these things | **Describe the transportation and housing available.** Please check all that apply. Double click box to make selections.  A State of Maine vehicle may be driven by the member  A Host Site’s vehicle may be driven by the member  Personal vehicle may be necessary; host site can reimburse mileage  Personal vehicle may be necessary; site partner *cannot* reimburse mileage  Member’s service will not require much, if any travel  Housing is provided by the Host Site at no additional charge  Housing may be provided for a reasonable rate  Housing is not available; the member is responsible for finding their own. |

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| **5B** | **Describe any other type of support, supplies and/or equipment that your site expects to provide the Environmental Steward. (Consider anticipated field gear, specialized tools, etc.)** |  |
| **5C** | **Is there any specialized gear the member will be expected to procure for this position? (backpack, gloves, boots, etc.)** |  |

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| **Section** | **Host Site Roles and Responsibilities** | | |
| **6A** | **Please check the boxes to indicate if the Host Site Supervisor will be able to complete each requirement.** | Provide orientation to the site and projects during the MCC member’s first weeks. | Yes  No |
| 6B | Provide mentoring and weekly meetings (minimum 1 hour) with the MCC member. | Yes  No |
| 6C | Provide daily supervision and guidance for the MCC member. | Yes  No |
| 6D | Attend Site Supervisor Training in**April (900-hour placements). Training must be completed before the member’s start date. Additionally, Volunteer Maine will be scheduling mandatory training.** | Yes  No |
| 6E | Complete all required reports on time and maintain contact with MCC. | Yes  No |
| 6F | Communicate ahead of time where possible in the event the Host Site Supervisor (HSS) changes (the dedicated HSS leaves the organization, roles change, etc.) to allow MCC to collect all required compliance aspects from the new HSS. | Yes  No |
| 6G | Assist MCC in complying with requests from AmeriCorps, The Corps Network, and Volunteer Maine when necessary. | Yes  No |
| 6H | I agree to comply with the AmeriCorps Prohibited Activities (outlined below). I have read the Host Site Duties and Responsibilities in the application instructions, and acknowledge the requirements listed. I understand the objectives of the MCC AmeriCorps Environmental Steward program and will ensure all projects align with this application. | Yes  No |
| 6I |  | MCC has required training and service events throughout the year. Are you willing to allow the members to attend all mandatory trainings and events? | Yes  No |

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| **Signature:** |  |
| **Authorized requestor’s name:** |  |
| **Title:** |  |
| **Date:** |  |

**DUE January 6, 2025 for 900 hour positions starting in June!**

**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](mailto: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

# 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.