



## Recruitment Listing Worksheet

WSC will post your member position listing on [my.americorps.gov](https://my.americorps.gov) (AmeriCorps' nationwide online recruitment and application site) and email the webpage link to you. Use this link for any additional recruitment you do, such as posting on your organization's website, social media pages, online job boards, newsletters, etc.

Your AmeriCorps listing will be one of *hundreds* in Washington State – make yours stand out by answering the following questions:

- What are the primary **direct-service activities** the member be doing?
- How will the member's service help your community (your clients, students, etc)?
- How will serving in your position help the member grow professionally? What kind of career path or professional sector aligns with the position and your organization (e.g. public health, public education, environmental conservation / resiliency, emergency management, economic mobility)?

WSC will be notified when a candidate has applied to your MyAmeriCorps listing, and will send the application to the individual listed on the worksheet below.

### Your responsibilities:

- Review applications and respond to qualified candidates as quickly as possible.
- Interview selected candidates.
- Follow up with references.
- Contact your WSC/WRC Program Coordinator upon selecting a candidate for the position.
- **Actively recruit until your positions are filled!**

## MyAmeriCorps Listing Worksheet

**Program:**     Washington Service Corps                       Washington Reading Corps

**Sponsoring Organization:** \_\_\_\_\_

**Individual to receive applications:** \_\_\_\_\_

**Email:** \_\_\_\_\_                      **Phone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_                      **City:** \_\_\_\_\_                      **Zip+4:** \_\_\_\_\_ - \_\_\_\_\_

**Position title:** \_\_\_\_\_

*Pull from Position Description Form. When posted online, this will generally appear as "23-24 Site Name Position Title"*

**Two-line position tagline:** *(200 characters or less, including spaces)*

*This is the "hook" or mini-description that readers will see before they click on a listing. Make it interesting and descriptive to get candidates to want to read more!*

**Introduce (1) your organization and its mission, (2) the community need that your AmeriCorps project will address, and (3) a general OVERVIEW of the member's primary service activities and goals. TIP: include timeframe you anticipate holding interviews. (1,600 characters or less, including spaces.)**

**DO NOT INCLUDE** bulleted lists or separate paragraphs. These do not copy over to plain text.

*WSC will add the following statement: "This is an AmeriCorps National Service position. This position is contingent on funding and open until filled."*

**Describe the specifics of what the member will do.**  
*(1,000 characters or less, including spaces. Plain text; no bulleted lists.)*

*How will the member support your organization's mission? What are the essential functions, related to the focus area?*

**IMPORTANT:** Avoid words associated with employment (work, employee, teacher, etc), as this position cannot displace or supplant employed positions.

**TIP:** Refer to the *Responsibilities and Tasks* section of the Position Description Form.

**Is there a preference that the member be bilingual in a specific language (other than English) in order to effectively communicate with the individuals they'll be serving?**  No  Yes If Yes, what is it?

**Are there public/mass transit options available for the member to get to/from their service site?**  Yes  No

**Select any background or skills you would like candidates to possess. Keep in mind that selecting any may reduce the number of individuals who see or apply to your position listing.**

- Computers/Technology
- Education
- Environment
- Public Health
- Teaching/Tutoring
- Teamwork *(required)*
- Youth Development

**Select the focus area and any specific fields of service the member will be serving in.**

- Disaster Services (Public Safety)
- Economic Opportunity (Community & Economic Development)
  - Digital Literacy / Technology
  - Homelessness
  - Housing
- Education
  - Children/Youth
- Environmental Stewardship (Environment)
- Healthy Futures
  - Children/Youth
  - Elder Care
  - Hunger
  - Public Health AmeriCorps cohort
- Tribal Communities
- Veterans and Military Families (Veterans)