



Recruitment Listing Worksheet

Program:	<input type="checkbox"/> Washington Service Corps	<input type="checkbox"/> Washington Reading Corps	
Sponsoring Organization:	_____		
Individual to receive applications:	_____		
Email:	_____	Phone:	_____
Street Address:	_____	City:	_____ Zip+4: _____

Position title: _____
Pull from Position Description Form.

This recruitment worksheet will help you complete a successful recruitment for your AmeriCorps member position(s).

WSC staff responsibilities:

- Meet with you to develop your recruitment strategy.
- Post your listing on my.americorps.gov (AmeriCorps' nationwide online recruitment and application site).
- Email the webpage link to you.
- Email applications and available references to your recruitment contact every time someone applies.
- Provide recruitment materials such as social media templates, flyers, sample text, etc.

Site staff responsibilities:

- Make your position stand out. Use active and empowering language. Talk about the benefits of the position for both the member and community. What are the primary direct-service activities the member will be doing? How will serving in the 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).
- Carry out the recruitment plan you develop with WSC recruitment staff.
- Contact all applicants within 10 days about the status of their application.
- Conduct an interview as a part of the selection process.
- Follow up with references.
- Use equitable "hiring" practices through the recruitment and selection process.
- **Actively recruit until your position(s) are filled.**
- Contact your WSC/WRC Program Coordinator upon selecting a candidate for the position.
- Complete the enrollment process: <https://washingtonservicorps.org/site-staff-enrollment-instructions/>

Position Tagline

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! (200 characters or less, including spaces.)

Program Description

Introduce your organization including name, location, and purpose/mission. Describe in 1-2 short sentences the need your project will address. Give a general overview of the service activities. Share when you expect to interview and the monthly stipend amount. TIP: aim for 9th grade reading level or below. Use a tool like Grammerly or the Hemingway Editor to improve readability. (1,600 characters or less, including spaces. Plain text; no bulleted lists.)

Member Duties

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. (500 characters or less, including spaces. Plain text; no bulleted lists.)
TIP: Refer to the Responsibilities and Tasks section of the Position Description Form.

Monthly stipend amount:

Other support provided, i.e. housing, bus pass, farm share? No Yes If Yes, what is it?

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?

Will member likely need a car 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.*

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|---|--------------------------------------|--|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Education | <input type="checkbox"/> Public Health | <input checked="" type="checkbox"/> Teamwork (required) |
| <input type="checkbox"/> Computers/Technology | <input type="checkbox"/> Environment | <input type="checkbox"/> Teaching/Tutoring | <input type="checkbox"/> Youth Development |

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

- | | |
|--|--|
| <input type="checkbox"/> Disaster Services (Public Safety) | <input type="checkbox"/> Environmental Stewardship (Environment) |
| <input type="checkbox"/> Economic Opportunity (Community & Economic Development) | <input type="checkbox"/> Healthy Futures |
| <input type="checkbox"/> Digital Literacy / Technology | <input type="checkbox"/> Elder Care |
| <input type="checkbox"/> Homelessness | <input type="checkbox"/> Children/Youth |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Hunger |
| <input type="checkbox"/> Education | <input type="checkbox"/> Tribal Communities |
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Veterans and Military Families (Veterans) |