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PROCEDURE

Focus Area: Site & Member Svc

See Also: POL-161; Member Placement Contract; 45 CFR Part 2522

PRO – 161

MEMBER RECRUITMENT AND ENROLLMENT

This Policy applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) members and any AmeriCorps project area managed by WSC.

1. **All WSC and WRC AmeriCorps members must be enrolled in our programs via a recruitment and formal enrollment process to be eligible to serve or accumulate hours in a WSC program.**
 - a. The Sponsoring Organization will provide an applicant recruitment plan in their application to host a member in a WSC program, and should be prepared to execute the plan upon award notice from WSC.
 - b. Upon notice of award from WSC, the SMS Coordinator will provide instructions on next steps, and introduce the Outreach Specialist who will assist with recruitment.
 - c. Prior to WSC placing a recruitment listing on the MyAmeriCorps.gov website, Sponsoring Organization staff must be involved in the recruiting process in some capacity.
 - d. The Outreach Specialist will contact the Sponsoring Organization and set up a date and time to meet virtually to discuss recruitment strategies and the posting of the awarded positions on the MyAmeriCorps.gov website.
 - e. Upon receiving notice of an application via MyAmeriCorps.gov to the Sponsoring Organization's position(s), the Outreach Specialist will email the application and references to the Sponsoring Organization's recruitment contact for review and follow-up.
 - f. WSC expects the Sponsoring Organization to contact each applicant within 10 business days about the status of their application, and plan to interview qualified applicants within a reasonable timeframe.

- g. WSC programs are designed to give all qualified applicants an opportunity to learn and serve. With that in mind, the Sponsoring Organization should refrain from only accepting or considering applicants with the highest education credentials or skill sets. The Sponsoring Organization should consider all applicants, and avoid creating additional requirements related to age, educational attainment or other certification.
- h. Sponsoring Organization should understand that if they cannot select a qualified applicant during a reasonable timeframe, WSC may become actively involved in the selection process. Active involvement may include holding additional recruitment meetings, requesting regular updates on the recruitment status, referring applications for serious consideration, and ultimately selecting a member to serve in the position if the Sponsoring Organization is unable to otherwise fill a position.

2. Selection and Enrollment

- a. Once the Sponsoring Organization selects an applicant after interview and the applicant accepts an offer for the open position, the Sponsoring Organization will immediately notify the SMS Coordinator who will advise on next steps to begin enrollment.
- b. Once the SMS Coordinator confirms that all awarded member placements for a position are filled, they will work with the Outreach Specialist to close the MyAmeriCorps.gov listing, and the Sponsoring Organization's recruitment contact will notify all applicants that the position has been filled.
- c. Upon notification from WSC that enrollment can begin, the Sponsoring Organization and member-applicant(s) will be directed by WSC to follow its enrollment instructions located on WSC's website.
- d. Applicants should start the enrollment process in a timely manner. This will include National Service Criminal History Checks, completing WSC enrollment documents via DocuSign, and accepting the position offer through their my.americorps.gov account. The Sponsoring Organization will also be expected to complete their required steps as quickly as possible.

3. Enrollment

- a. Once the applicant and Sponsoring Organization have successfully completed all steps in the enrollment process, and WSC has completed its clearance process, the SMS Coordinator will notify both parties that the applicant has been cleared to start service on a specific WSC-provided start date.

4. Responsibilities

- a. Sponsoring Organization responsibilities and commitments are as follows:
 - Carry out a local recruitment plan.
 - Contact all applicants within 10 business days of receiving application.
 - Conduct a transparent and equitable selection process utilizing the member selection resources available on WSC's website.
 - Notify the SMS Coordinator upon an applicant verbally accepting a position offer.
 - Notify all applicants upon the position being filled.
- b. WSC responsibilities and commitments are as follows:
 - Provide digital resources (videos and documents) and be available to support applicants with technical questions about the application.
 - Manage position listing on MyAmeriCorps.gov.
 - Forward applications and references to Sponsoring Organization.
 - Promote positions on WSC website, social media and other applicable platforms.
 - Feature position at least once in a weekly update to applicants.
 - Promote position to local WorkSource offices.
 - Connect Sponsoring Organization with their local WorkSource office.
 - Promote position to high schools and colleges.
 - Provide custom recruitment flyers for Sponsoring Organization's use.