

2027 VHCB AmeriCorps Member Slot Information

The VHCB AmeriCorps program year will run from January 2027 through December 2027.

VHCB AmeriCorps has not yet been awarded grant funds for the upcoming program year. If the program experiences unforeseen reductions in anticipated funding, the proposed host site contribution and living allowance may be adjusted prior to the program launch.

Slot Types	<i>All members serve at full-time capacity (40 hours per week).</i>	Full Time: 1,720 hours of service 11-month service term	Half Time: 915 hours of service 6-month service term	Quarter Time: 460 hours of service 13-week service term
Host Site requirements/responsibilities	Total Host Site Contribution:	\$10,540	\$5,580	\$2,790
	Other Requirements, Responsibilities, or potential costs:	<ul style="list-style-type: none"> • Manage candidate recruitment and outreach, including covering advertising costs • Conduct candidate interviews, selection, and maintain documentation of process • Provide on-site training required for position functions with host site responsible for required certifications (ex. CPR/First Aid) • Provide ongoing supervision and support for member throughout service term • Offer additional training and professional development as needed/possible • Complete all reporting and documentation required by VHCB AmeriCorps • Supervisor attend Supervisor Orientation, complete virtual trainings and attend 1-2 AmeriCorps events/trainings during service term. • Provide adequate office space, equipment, and supplies to accommodate member and service activities. • Participate in VHCB AmeriCorps' triennial program evaluation. • Reimburse member for host site required travel at current IRS mileage rate • Release member 2-3 times a month to attend AmeriCorps trainings/events or for statewide disaster response as needed. 		
Member Benefits	Living Allowance:	\$31,000	\$16,412	\$8,206
	Education Award:	\$7,395.00	\$3,697.50	\$1,956.35
	Other Member Benefits:	Training, networking opportunities, health insurance, access to VHCB Employee Assistance Program (EAP), program support, personal and professional development, federal student loan forbearance, service counts towards Public Service Loan Forgiveness program.		

VHCB AmeriCorps administers the member's living allowance, payroll taxes, health care benefits, timesheets, activity reports and other AmeriCorps-related benefits. The host site is billed quarterly for a portion of total host site contribution, calculated as a % of member's living allowance. If a member leaves the program early; the host site may not be responsible for the full amount of host site contribution.

2027 VHCB AmeriCorps Program Goals

VHCB AmeriCorps aims to partner with nonprofit organizations and municipalities that align with [VHCB's dual goal mission](#) of creating and expanding access to affordable housing while conserving and protecting Vermont's agricultural, forest, recreational, and natural lands. Potential host site partners may include housing trusts, homeless shelters, public land management entities, outdoor and environmental education centers, disaster response organizations, and other community-based organizations that support this mission.

Through direct service VHCB AmeriCorps members will strengthen the capacity of partner organizations by creating, expanding, or enhancing programs that: deliver affordable housing and residential services, steward natural environments, expand access to outdoor recreation, natural areas and public lands, provide environmental or outdoor recreation education and training, and support long-term disaster recovery and response.

Capacity Building Services – Primary Performance Measure

40 partner organizations (*including host sites and independent service project sites*) will receive capacity building services from VHCB AmeriCorps members. Member activities will expand the scale, reach, efficiency, or effectiveness of services, programs, and host site organizations.

Examples of grant-approved member activities include, but are not limited to:

- Providing supportive services and service coordination for residents and individuals experiencing homelessness
- Supporting food access initiatives to increase food security for low-income households
- Education and outreach for affordable homeownership programs
- Supporting flood cleanup and mitigation efforts through volunteer engagement and resource coordination
- Expanding stewardship programs by conducting trail maintenance and developing new trails to increase public access and usability
- Designing and delivering outdoor and environmental education programs to build community knowledge, foster environmental stewardship, and increase public engagement with natural resources.
- Mobilizing volunteers by recruiting, training, and supervising them to expand the mission and services of host site organization.

VHCB AmeriCorps will measure the impact of member service and effectiveness in building organizational capacity through pre- and post-service term surveys along with quarterly data collection on member activities. Both members and host sites will be required to participate in the data collection process.

Secondary Performance Measures:

VHCB AmeriCorps will collect data and track these additional goals to better understand our program's collective impact:

Affordable Housing & Residential Services

Number of low-income individuals, seniors, persons with disabilities, and individuals experiencing homelessness with greater access to safe, affordable housing opportunities through housing placement and accessibility services.

Number of low-income residents, seniors, persons with disabilities, and individuals experiencing homelessness who transition into safe, healthy, affordable housing as a result of member services.

Improving Lands and Habitats through Environmental Stewardship

- Number of acres of parks and public lands receiving stewardship treatment by AmeriCorps members.
- Number of acres of land assessed as improved in accordance with the organization's land management plan.
- Number of trails and waterways created, improved, or maintained
- Number of miles of trails or waterways assessed as improved.

Environmental, Energy, and Outdoor Education

Number of individuals who received education on environmentally conscious practices and outdoor recreation, including—but not limited to—sustainable energy, natural resource conservation, sustainable agriculture, public land access, recreational opportunities, and disaster preparedness.

Food Access and Nutritional Services

Number of low-income individuals who received nutritional services and education.

In addition, VHCB AC will also track:

- # of affordable housing units made available for low-income households
- # of low-income individuals receiving financial literacy services
- # of low-income individuals receiving residential and supportive services
- # of volunteers recruited, trained, managed by AmeriCorps members
- And more!

VHCB AmeriCorps Host Site Selection Guidelines

This is a competitive process. VHCB AmeriCorps has a limited number of member slots and will apply the following guidelines when considering a new or continuing host site partnership.

Notwithstanding the guidelines outlined below, VHCB AmeriCorps aims to balance the needs of all regions of the state and maintain an equitable distribution between housing and conservation activities. More than two member slots per host site will be awarded only as funding and slot availability allow.

All Host Site organizations must meet the following guidelines:

1. Member position description and activities support VHCB's [dual goal mission](#) of advancing affordable housing opportunities for all Vermont residents while preserving the state's natural and working landscape or addressing pressing housing & conservation needs. Member position provides a direct public benefit through direct service.
2. Organization has 501(c)3 status in good standing or is an educational institution or municipality.
3. Demonstrated ability to meet the requirements of Host Site Organizations as stated in the Agreement between VHCB and VHCB AmeriCorps Host Sites, including:
 - Quarterly host site contribution requirements
 - Mileage reimbursement for the member at the IRS rate
 - Physical site able to accommodate AmeriCorps members and service activities, including ADA compliant, drug-free workplace, office/desk, computer, supplies and other equipment necessary for AmeriCorps members to perform duties
 - Adequate supervision, support systems, and training opportunities, including a thorough, on-site orientation for AmeriCorps members, weekly check-in meetings with AmeriCorps member, monitoring of hours and timely approval on bi-weekly timesheets
 - Supervisor must attend the Supervisor Orientation, complete required virtual training, and participate in the annual VHCB AmeriCorps Member/Supervisor Training, regional supervisor meetings, annual program staff site visits, and other possible events.
 - Host site must be able to release the member to attend all VHCB AmeriCorps trainings and events (typically 2–3 per month).
 - Support the temporary reassignment of AmeriCorps members in the event of a statewide disaster.
 - Support the member's participation in program initiatives and other program opportunities that promote leadership and professional development.
 - Adherence to the VHCB Grievance Procedure



4. Ability to comply with all AmeriCorps [terms and conditions](#) and regulatory requirements.
5. Ability to complete all AmeriCorps periodic reports and evaluations on time, support quarterly member progress reports, and participate in pre- and post-organizational assessments
6. Ability to effectively communicate with VHCB AmeriCorps staff regarding any issues related to the member, the VHCB AmeriCorps partnership, or any organizational/staff changes that may affect the AmeriCorps member.
7. Host Site can appropriately document member activities including surveying beneficiaries, assessing land stewardship activities, and recording transitions into safe, affordable housing, etc.
8. Application and position description clearly demonstrate strong understanding of the AmeriCorps role at host site, including allowable service activities, the distinction between AmeriCorps service and traditional employment, and that the role is designed not to duplicate or displace existing staff or volunteers.

Priority considerations:

VHCB AmeriCorps will consider the following priorities when selecting Host Sites:

1. Member activities contribute to VHCB AmeriCorps primary and secondary performance measurements.
2. Organization is a current or former VHCB AmeriCorps host site and has demonstrated successful member performance while meeting all VHCB AmeriCorps program requirements, including timely reporting, member selection, appropriate supervision, and support in data collection.
3. Position provides shelter or other housing services to families and/or individuals, provides supportive services, or participates in VHCB's Resident Services pilot project.
4. Site provides a meaningful service opportunity for the AmeriCorps member through valuable projects, networking and training opportunities, a positive service experience, and support for member development.
5. Host Sites that can provide housing, housing opportunities, or a housing subsidy for the AmeriCorps member, or are willing to assist relocating members in finding suitable affordable housing.
6. Ability to release the member to participate in professional development, training opportunities, and disaster redeployment.

