



## Position Vacancy Volunteer Wisconsin AmeriCorps Member

**Based:** Custer, Wisconsin Office  
**Period of Service:** September 11, 2018 - August 31, 2019 (End date is negotiable)

### Job Description

The Volunteer Wisconsin AmeriCorps member will support the development of MREA's capacity to engage volunteers. This individual will work with the Events Director to support the management of The Energy Fair Volunteer Program in Custer, WI. This includes but is not limited to building upon our current volunteer base, scheduling volunteers, solicitation and coordination of volunteers, volunteer outreach via social media, event attendance, phone calls, data management, and materials preparation. During The Energy Fairs, this individual will be responsible for coordinating volunteers on site.

The Marshfield Clinic AmeriCorps/ Volunteer Wisconsin AmeriCorps program offers:

- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration and accountability)
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community
- Build value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they've invested in the member and what they will be receiving.

### Primary Responsibilities

#### Volunteer Management

- Recruit, manage, and track at least 10 volunteers that will provide 15 or more hours of service to MREA's Energy Fair.
- Assist MREA in establishing and managing an effective volunteer engagement structure.
- Assess MREA's volunteer management practices pre and post service.
- Answer questions and direct people to information related to The Energy by phone, in person, and by email.
- Schedule Energy Fair volunteers
- Data entry
- On-site coordination of volunteers the week before and during The Energy Fair.
- Assist in printing volunteer materials.
- Other Energy Fair support as requested.

#### Marketing and Outreach

- Assist in updating the event website with information.
- Assist in building our volunteer base.
- Utilize social media to promote, outreach, engage volunteers.

### Requirements

1. Must be able to begin on September 11, 2018
2. Must be at least 19 years old by September 11, 2018

3. Must have a minimum of a High School diploma or GED/HSED
4. Must be willing to serve for up to 12 months and complete the full term of service.
5. Members must accept position as a full-time priority over other jobs and be able to complete 1700 hours of service.
6. Members must be able to pass a criminal, FBI, and DMV background check (Note: having a background does not automatically exclude an individual from membership)
7. If selected, must attend orientation on September 11-14, 2018 and midterm training on January 2-4, 2019. Members cannot leave at any time during the training sessions.

## Benefits

- \$528.15 (gross before taxes) bi-weekly payroll for term of service
- \$5,920 education award upon successful completion of the term of service
- Forbearance on qualified student loans and interest accrual payments while serving. (taxable)
- Childcare assistance (if qualified)
- Health & Dental Insurance – option to enroll with premium paid in full for member only
- AmeriCorps service gear provided by program

### Additional Benefits Offered By MREA

- Flexible work environment
- Casual dress code
- Free registration to MREA trainings
- On-site Training

## To Apply

To apply, email a PDF that includes:

1. Completed Marshfield Clinic AmeriCorps/ Volunteer Wisconsin AmeriCorps member application
2. A cover letter detailing your qualifications
3. A resume including education, and experience
4. Contact information for three professional references.

All correspondence must be electronic and sent to Amiee Wetmore at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

## About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to employing qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, military status, mental or physical disability, source of income, national origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate on the basis of these characteristics in any personnel action.

## Deadline

Applications will be reviewed as they are received. An applicant may be selected at any time before August 15, 2018. Please submit your application as soon as possible.

**7558 Deer Road ■ Custer, WI 54423 ■ 715-592-6595**  
**3628 West Pierce Street ■ Milwaukee, WI 53215 ■ 414-988-7963**  
**1754 University Ave W ■ St. Paul, MN 55104 ■ 651-789-5720**  
[www.midwestrenew.org](http://www.midwestrenew.org)



**Marshfield Clinic Health System AmeriCorps Volunteer Wisconsin**  
<http://marshfieldclinicamericorps.org/>

AmeriCorps, often referred to as a domestic Peace Corps, places individuals within communities to spend a year of their life serving others. Marshfield Clinic Center for Community Outreach is a national service grantee that places individuals with afterschool host sites across Northwestern, WI.

**MCHS AmeriCorps Volunteer Wisconsin** ~ Program Description: This program places individuals with nonprofit organizations across Wisconsin to build and strengthen volunteer programs. Individuals will receive focused training in volunteer management then assist with such tasks as: recruiting, training and supervising volunteers; creating volunteer handbooks, application forms, and brochures; writing position descriptions; updating website content and coordinating social media; and other (non-volunteer) tasks specific to the mission of the nonprofit.

During a typical day of service at the Midwest Renewable Energy Association the member may solicit and coordinate volunteers for The Energy Fair event held in June. This includes email correspondence, social media, phone calls, and in person outreach as well as placement, confirmation, and documentation of confirmed volunteers. During The Energy Fair, this individual will be responsible for coordinating volunteers on site.

**Period of Service:**

Monday, September 11, 2018 – August 31, 2019. (End date is negotiable)

**Benefits:**

- \$528.15 (gross before taxes) bi-weekly payroll for term of service
- Health, Vision, Dental Insurance – option to enroll with premium paid in full for member only
- Childcare assistance (if qualified)
- \$5,920 education award upon successful completion of the term of service
- Forbearance on qualified student loans and interest accrual payments while serving. (taxable)
- Service gear
- Work Experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration and accountability)

**Required Orientation & Training (expenses covered):**

- September 11 - 14, 2018
- January 2-4, 2019

**What it means to serve in AmeriCorps**

Applicants must be willing to serve for the duration of the term of service (1700 hours minimum), averaging approximately 35-40 hours a week. Members must also be able to handle the financial commitment made by accepting the position. Applicants must be 19 years of age by September 11, 2018, possess a high school diploma or GED/HSED, and agree to and pass a criminal and Department of Motor Vehicles background checks.

**How do I apply?**

To apply, email a PDF that includes:

1. Completed Marshfield Clinic AmeriCorps/ Volunteer Wisconsin AmeriCorps member application
2. A cover letter detailing your qualifications
3. A resume including education, and experience
4. Contact information for three professional references.

All correspondence must be electronic and sent to Amiee Wetmore at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

# MCHS AmeriCorps Volunteer Wisconsin

**2018-2019**



Marshfield  
Clinic®

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HEALTH SYSTEM

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# Member Application

**MAIL COMPLETED APPLICATION TO:**

*The local agency you applied with*

OR

Marshfield Clinic Health System

Attn: Shelly Kaiser

1000 North Oak Avenue (F1C)

Marshfield WI 54449

**APPLICANT REQUIREMENTS:**

1. Must be able to begin on September 11, 2018
2. Must be at least 19 years old by September 11, 2018
3. Must have a minimum of a High School diploma or GED/HSED
4. Must be willing to serve for up to 12 months and complete the full term of service

**QUESTIONS:**

Contact Jennifer Smith at 800-782-8581, extension 18409

or email at [smith.jennifer@marshfieldclinic.org](mailto:smith.jennifer@marshfieldclinic.org)

\*All positions are pending federal funding.

**PLEASE READ BELOW BEFORE PROCEEDING**

Thank you for applying to Marshfield Clinic Health System (MCHS) AmeriCorps Volunteer Wisconsin. We look forward to receiving your application.

Before mailing this application, please read the notes below. It is our hope to provide you with very clear expectations and benefits of becoming a member of one of the finest AmeriCorps teams in Wisconsin.

- Members must commit to the full 1700 hours of service. Members usually serve for a period of up to 12 months, which is negotiated with you at the time of your application (between you and your host site). It is very important to the future of the program that no member leaves before they complete their term of service (1700 hours minimum).
- Members will receive a living allowance while serving, which is paid every other week at a rate of approximately \$528.15 gross. Actual check payments are based upon your tax status.
- Members are eligible to receive a basic healthcare & dental insurance plan (premium paid by Marshfield Clinic Health System), which covers only the member; it is not available to other family members. This plan does not include eye or dental care.
- Members may receive subsidized childcare (**household income must qualify**). In most cases, this payment is 80 - 100% of care costs.
- Members will receive a \$5,920.00 education award upon successful completion of their term of service.
- Member living allowances, educational awards (when used) and forbearance interest payments are taxable.
- Members will be expected to serve a minimum of 35 – 40 hours per week on average. The schedule is negotiated with your Host Site Supervisor and is flexible. Members should not serve less than 25 hours per week (average) unless on vacation.
- **Members must be available to attend the entire member orientation September 11-14, 2018, Opening Ceremony in October, TBD and midterm training January 2-4, 2019. These events are not optional**
- Members cannot be employed by their host site if conducting same or similar work as service; however members can be employed in other jobs. Speak with the Director if you have questions.
- If a member has another job or is enrolled in school, they will need to look carefully at the time commitment this program will require and ensure they can complete the service requirements.
- Members will receive service gear provided by the program.
- Members will gain valuable skills and leadership training, along with building future references and qualifications.
- Members will be provided with training and teambuilding opportunities several times throughout the year.

**DO NOT APPLY IF YOU CANNOT:**

- *Commit to 1,700 hours of service and the completion of the term of service.*
- *Complete up to a 12 month commitment with minimal living allowance.*
- *Cannot attend the trainings listed above.*

**Host Site Use Only:**

Program: Afterschool / Volunteer Wisconsin / Recovery (circle one)

Host site name: \_\_\_\_\_

*Please print or type information clearly.*

Name: \_\_\_\_\_  
                                last  first  middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*\*Please note that all applicants will be submitted for criminal background checks and DMV checks. Having a history in either does not mean you are not eligible.*

**EDUCATION**

Check the highest level of education you will have completed by the time you begin your service with AmeriCorps. (Members must have completed a minimum of a high school diploma or GED/HSED.)

- High school/GED
- Technical school/apprenticeship
- Some College
- Associates degree
- Bachelors degree
- Some Graduate School
- Graduate degree
- Other (please specify) \_\_\_\_\_

Do you have any additional training or education you would like to tell us about: (military, trade or technical, correspondence, etc.)

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**SITE PREFERENCE (optional)**

List your first choice, and additional sites you would consider. If you are not familiar with our host site availability, is there an area of the state you would like to be in (i.e. Eau Claire, Marshfield, Central Wisconsin, etc)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**COMMUNITY SERVICE**

In the spaces below, describe how you have reached out to help others and/or how you have been involved in your own community. Elaborate on why you decided to help out or get involved, and what you received in return-that is, what you learned or how it made you feel. Think in broad terms. Your involvement could include serving in neighborhood, school, youth, religious, social, professional, or volunteer groups; helping out with community service projects; or participating in less formal activities such as assisting an elderly neighbor.

How have you been involved in your community? If you served in an organization, include the organization name, location, dates, and phone number. List most recent activity first.

Dates of Involvement: From \_\_\_\_\_ To \_\_\_\_\_ Hours per Month \_\_\_\_\_  
*month/year month/year*

Organization Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Description of Involvement: \_\_\_\_\_

Dates of Involvement: From \_\_\_\_\_ To \_\_\_\_\_ Hours per Month \_\_\_\_\_  
*month/year month/year*

Organization Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Description of Involvement: \_\_\_\_\_

Have you previously served in AmeriCorps? Yes No

If so - Program name (check all that apply):

AmeriCorps\*VISTA AmeriCorps\*NCCC AmeriCorps\*State and National Program

Location: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
*city state month/year month/year*

Did you complete your term of service? Yes No

If no, why not?



**EMPLOYMENT**

List and briefly describe the last three positions you have held. Begin with the current or most recent and go back ten years. Include self-employment, internships/fellowships, home management, and full or part-time paid or unpaid work experience. (You may attach a resume instead only if it addresses the information requested below.)

<b>Name and Address of Employer</b>	<b>Dates</b>	<b>Job Title and Duties</b>
Organization, city/state:     Supervisor and Phone:	From:   To:   Hours/week:	Title:   Duties:   Reason for Leaving:
Organization, city/state:     Supervisor and Phone:	From:   To:   Hours/week:	Title:   Duties:   Reason for Leaving:
Organization, city/state:     Supervisor and Phone:	From:   To:   Hours/week:	Title:   Duties:   Reason for Leaving:

**MOTIVATIONAL STATEMENT**

Why do you want to join AmeriCorps? What could you contribute to AmeriCorps? What do you hope to gain from serving as an AmeriCorps member? If you need additional room, attach a separate piece of paper and limit your response to 500 words.

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**SKILLS AND EXPERIENCE**

Listed below are skill areas that some programs find useful and may seek in applicants for AmeriCorps. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience, and indicate how you gained those skills.

**Example:** \* Counseling Dorm Advisor

Architecture Planning_____	Business_____
Computers_____	Communications_____
Counseling_____	Conflict Resolution_____
Education_____	First Aid_____
Fine Arts/Crafts_____	Fundraising_____
Law_____	Medicine_____
Public Health_____	Public Speaking_____
Recruitment/Outreach_____	Teaching/Tutoring_____
Trade Skills_____	Writing/Editing_____
Youth Development_____	Other (specify)_____

Do you know or have you studied any language other than English? Yes No

Language: \_\_\_\_\_ Number of Years Studied or Spoken: \_\_\_\_\_

Speaking Ability:    Poor      Fair      Good      Excellent

Writing Ability:    Poor      Fair      Good      Excellent

In the space below or on a separate sheet of paper, provide any additional experience that may be helpful in evaluating your application.

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**LEGAL**

Answer the following questions fully. Existence of criminal conviction/adjudication may or may not, depending on the circumstances, be grounds for non-enrollment. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

Have you **EVER** been:

- convicted of any criminal offense by a civilian court or military authorities? Yes No
- adjudicated or held responsible as a juvenile offender of any criminal offense by a civilian court or authorities? Yes No

Are you now:

- under charges for any offenses or are any civil suits or judgments pending against you? Yes No
- on probation or parole? Yes No

If no, skip to "Certification" below.

If you answered yes to any of the questions above, please provide the following information:

Date: \_\_\_\_\_ Place (city/state): \_\_\_\_\_

Charge: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Court, Probation, or Parole Officer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law. *You may attach any additional information or explanation on a separate sheet.*

**Public Notice of Non-discrimination for participants in the Marshfield Clinic AmeriCorps program:**

In compliance with Corporation for National Service regulations and provisions, programs that receive federal funding, which includes Marshfield Clinic AmeriCorps, must notify service recipients, applicants, Program staff, and the public, including those with impaired vision or hearing, that it operates its program or its activity in accordance with requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

All AmeriCorps programs prohibit any form of discrimination against persons with disabilities in recruitment, as well as in service. No qualified individual with a disability shall be denied the benefits of the program, be excluded from participation in services and activities or be subjected to discrimination by the program. No person shall be denied membership into AmeriCorps by reason of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. Veterans are encouraged to apply. It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.

In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Office of Civil Rights and Inclusiveness, Corporation for National Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503, (voice); (202) 606-3472 (TDD)  
(202) 606-3465 (FAX); eo@cns.gov (e-mail)

## CERTIFICATION

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. I also understand that my selection for participation in some AmeriCorps programs, including AmeriCorps\*NCCC, will require a physical examination, including drug and alcohol testing. Background and security checks may also be conducted by some programs.

PRIVACY ACT NOTICE: The Privacy Act of 1974 (5 U.S.C 552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S.C 12592 and 126592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C 4953 of the Domestic Volunteer Service Act of 1973 as amended. You are advised that submission of the information is entirely voluntary, but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting this personal information is to process your application for acceptance into an AmeriCorps program, and for other general routine purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorize requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National Service without your prior written permission.

**Your application must be certified with your original signature.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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