



Employment Agency

REFERRAL PROCESS

Contact your recruiter to notify an application has been completed with attached RMI Consent for Release of Information Form & with any questions/concerns.

Hennepin County Recruiter: Chris Erickson (chris.erickson@servetogrow.org or 612-524-9228)

Ramsey County Recruiter: Jenny Cook(jenny.cook@servetogrow.org or 612-356-2327)

- 1. Employment Counselor discusses AmeriCorps positions with candidate & screens for minimum qualifications**
 - US Citizen or Permanent Resident
 - High School Diploma (US/Foreign) OR GED
 - 18 years or older
 - Pass background check to work with vulnerable populations (children and/or adults)
 - Able to communicate effectively in English (oral and written)
 - Basic computer skills
 - Able to be punctual and have consistent attendance
 - Interest in related career field
 - (Recovery Corps only) Minimum 1 year of un-interrupted recovery from a substance use disorder
- 2. Candidate completes online application & signs RMI Consent for the Release of Information form**

Reading Corps & Math Corps application — 15-20 minutes to complete

 - General information and education
 - Employment & volunteer experience (list up to 3 with details; resume not required)
 - Daily schedule availability, EEO, disclosures, etc.

Opportunity & Recovery Corps application — 20-30 minutes to complete

 - General information and education
 - Resume and cover letter + employment and volunteer experience
 - Daily schedule availability, EEO, disclosures, etc.
 - 4-5 Essay Questions (3-5 sentences per question) about motivation to serve, personal experience related to the position and understanding of the service commitment.
- 3. Employment Counselor notifies Recruiter via email that application was completed & sends Recruiter a signed copy of the RMI Consent for Release of Information form within 1-3 business days of completion.**
- 4. Recruiter contacts candidate to set up initial phone interview, focused on:**
 - Recruiter will ask “how they heard” about the position--Answer: employment agency
 - Understanding of position and time commitment (18, 25, 35, or 40 hours/week)
 - Understanding that this is a unique position--not a normal job
 - Interest in personal and professional growth
- 5. If candidate passes phone interview, a final interview is conducted**
 - Interview takes place with recruiter, sometimes also including service site staff
 - Understanding of AmeriCorps (service vs. job)
 - Commitment to full AmeriCorps service term and understanding of stipend and schedule
- 6. Candidate and Employment Counselor are notified of selection decision**

Submit application online at: <https://minnesotareadingcorps.org/workforce/>

Additional Information for MFIP Employment Agencies

(For Reference, See Section 8.9 in MFIP Handbook)

Service in AmeriCorps programs is considered **Paid Work Experience**, which is a core activity.

Cash payments to participants enrolled for **part-time and full-time service** as a volunteer under AmeriCorps programs are considered **excluded income**, as long as income is under minimum wage (even if participant has a second job).

Counties should record both income received for participating in AmeriCorps programs and hours of participation in AmeriCorps programs in the MAXIS system.

In Workforce One (WF1), code this activity under **Paid Work Experience**. Divide the stipend by hours worked to calculate an hourly wage to enter in WF1.

Income can be verified by pay stubs or having Site Supervisor sign off Household Report Form. AmeriCorps stipend is classified as "Earned Income." **In Section A on the HRF, write "Reading & Math Inc, (AmeriCorps)" under Employer.**

Although AmeriCorps has education & training opportunities, this is included in the hours counted as **Paid Work Experience** and do not need to be recorded separately.

Submit Employment Verification form to:

Mandy Beardsley, Compliance and Member Benefits Specialist

mandy.beardsley@servetogrow.org

Fax: 612-888-9687