***The Preserve WV AmeriCorps program is recruiting site sponsors for the 2019-2020 service year that is scheduled to begin on August 28, 2019. Applications should be submitted to the Program Associate, Kelli Shapiro, PhD, at*** ***preservewv@aol.com*** ***by 5:00pm on Friday, April 12, 2019.***

**INTRODUCTION**

The Preserve WV AmeriCorps program is the Preservation Alliance of West Virginia’s (PAWV) statewide service initiative where members help main streets thrive, help communities capture their local history, and help preserve beloved West Virginia landmarks. Preserve WV AmeriCorps is part of AmeriCorps State and National - a National Service initiative founded in the same spirit as AmeriCorps VISTA, the Peace Corps, and other service programs (<https://www.nationalservice.gov/programs/americorps>). Preserve WV AmeriCorps is partially funded by an AmeriCorps grant from a state agency, Volunteer West Virginia, and a federal agency, the Corporation for National and Community Service (CNCS).

PAWV is seeking site sponsors, or host sites, for Preserve WV AmeriCorps for the next service year, which will begin August 28, 2019, if funding for the program is approved for a seventh year. To be eligible to sponsor a Preserve WV AmeriCorps, sites must be under-resourced nonprofit organizations or government agencies with historic preservation and/or history-oriented missions. Types of current site sponsors include museums, archives, historical societies, cultural heritage sites, historical theaters, Historic Landmarks Commissions, Convention & Visitors Bureaus, County Commissions, and Main Street organizations.

The Preserve WV AmeriCorps program is administered by PAWV, the statewide, grassroots, nonprofit organization dedicated to promoting historic preservation in the Mountain State ([www.pawv.org](http://www.pawv.org)). Other PAWV programs and initiatives include the biennial West Virginia Historic Preservation Conference, the annual West Virginia Endangered Properties List, the Historic Preservation Loan Fund, the West Virginia Historic Theatre Trail, and the West Virginia Historic New Deal Trail.

**PROGRAM CONCEPT**

The Preserve WV AmeriCorps program is PAWV’s statewide service initiative where members help main streets thrive, help communities capture their local history, and help preserve beloved West Virginia landmarks. The program’s purpose is to focus on community investment and local economic development, particularly through having its members enhance and increase cultural heritage tourism opportunities. Its AmeriCorps members will assist with site sponsor capacity issues and increase the effectiveness of site sponsors. Sites will assign members specific projects to increase heritage tourism opportunities and preserve historical resources. Projects tend to fall under the categories of outreach, volunteer management, historic resource improvement, and/or historical interpretation for educational purposes. In this context, a historic resource could be a museum/archival collection; a building, structure, or landscape that is individually listed in the National Register of Historic Places or that has Contributing status in a National Register Historic District; an entire National Register Historic District; or a downtown or residential area that seeks National Register designation. Overall, the main goal of the Preserve WV AmeriCorps program is to inject new life into the state's declining economy by having members complete projects that will attract tourists and increase use from the local community. The idea is that increased visitation and use of historical resources will lead to increased private spending in the sites core regions. The beneficiaries of this program are West Virginia's cultural heritage sites and those sites' communities.

For the 2018-2019 program year, CNCS awarded PAWV 10 part-time (900 hours) AmeriCorps member slots and 17 full-time (1,700 hours) AmeriCorps member slots – totaling 27 Preserve WV AmeriCorps members. For the 2019-2020 AmeriCorps service year, PAWV requested a total of 30 AmeriCorps members: 18 full-time and 12 part-time.

**Here’s what the members will do:**

* AmeriCorps members are force multipliers. They build capacity for organizations to do more for more people. In Preserve WV AmeriCorps, members will be serving as the outreach engine for your organization/agency’s mission, increasing access and usage of heritage sites and historic resources, and recruiting and managing volunteers.
* AmeriCorps members provide direct service. In Preserve WV AmeriCorps, members will improve historic resources. Activities could range from conducting hands-on preservation projects to preparing exhibits, organizing artifact collections, doing inventories of historic properties for future redevelopment, and planning events that attract visitors to historical sites. See below for more examples of potential tasks.

**Here’s what the members will receive:**

* Full-time AmeriCorps Living Allowance for 2019-2020 will be $14,000 per year. Part-time AmeriCorps Living Allowance of $7,000 per year. The living allowance is designed to provide a modest income to cover the member’s expenses.
* An AmeriCorps Education Award, which are currently in the amounts of $5,920 for full-time members or $2,960 for part-time members. The education award is payable toward tuition or federal student loans and is issued to members upon successful completion of the service term commitment and required service hours.
* Eligibility for group health insurance coverage through the Corps Network (for full-time members only).
* Subsidized childcare, if eligible.
* World-class training on outreach, collaboration, and other 21st Century leadership skills employers seek.
* The opportunity to be a part of something bigger than themselves.
* The chance to bring history to life and transform communities across West Virginia.

PAWV is committed to providing the best possible support and management to its site sponsors and to AmeriCorps members. **PAWV’s responsibilities include:**

* Conducting a national recruitment strategy to identify a high caliber pool of applicants for the Preserve WV AmeriCorps member roles;
* Reviewing applications, contacting applicants, and conducting initial, first-round interviews (typically by phone) with promising candidates;
* Administering payroll for each member in addition to covering health insurance benefits (for full-time members only), payroll taxes, and workers compensation insurance;
* Managing the finances of the grant and submitting monthly expenditure reports to Volunteer West Virginia;
* Serving as the program’s point of contact for Volunteer West Virginia and for CNCS
* Advocating for your organizations/agencies in our work with state agencies and national organizations;
* Providing site supervisors and members with initial training regarding the Preserve WV program, AmeriCorps, etc. during its mandatory Orientation (typically one day in late August). Volunteer WV will also hold mandatory trainings for all AmeriCorps members in the state, typically once a year (usually for several days in October). Beyond these initial, required trainings, PAWV will encourage members to attend various optional training events on relevant topics that are offered by PAWV and/or other organizations/agencies throughout the year at locations statewide (or occasionally in adjacent states). The Preserve WV program has allotted $100/member to be used toward training and has limited travel funds for members to travel to training.
* Ensuring the highest possible compliance and effectiveness through monitoring, training, and support to host sites and members;
* Sharing our community partners’ commitment to historic preservation, public history, heritage tourism, and community revitalization.

If accepted as a Preserve WV AmeriCorps site sponsor, **your organization/agency will be responsible for:**

* Cash match of $5,000 for a full-time member or $2,500 for a part-time member to be used toward the 38% required program match. PAWV will invoice the organization/agency for this grant match payment. It is nonrefundable and typically requested in two installments (at the beginning of the service year and mid-year).
* Being – or becoming - a professional partner (dues-paying member) of PAWV. See <http://www.pawv.org/become-a-partner.html> for information on how your organization/agency can become a PAWV Preservation Partner.
* Doing local recruitment through your organization/agency’s usual networks for applicants to fill the member role(s) at your site (and, optimally, to fill member roles at other sites in the program as well).
* Conducting mandatory, second-round interviews with promising applicants (after PAWV does first-round interviews), in whatever format is viable (such as phone, Skype, or in person). This will ensure a proper fit for both member and site.
* Providing an office space and all necessary work materials for the assigned member. Except in special circumstances discussed with PAWV in advance, the site must (at minimum) give the member a desk and access to a site-provided computer with internet access and with appropriate computer programs for the member’s duties.
* Providing site-specific training so that each member can fulfill his/her expected duties at the site. PAWV will provide initial training to all members regarding the Preserve WV program, AmeriCorps, etc. during its mandatory Orientation. Volunteer WV also hold mandatory trainings for all AmeriCorps members in the state, typically once a year (usually for several days in October). Beyond these initial, required trainings, PAWV will encourage members to attend various optional training events on relevant topics that are offered by PAWV and/or other organizations/agencies throughout the year at locations statewide (or occasionally in adjacent states). The Preserve WV program has allotted funds to provide members with travel reimbursement and registration fees for a limited number of trainings.
* Providing reimbursement to the member for site-related travel, site-related expenses, and site-specific trainings (subject to the organization/agency’s policies);
* Serving as the communications conduit and keeping your staff, volunteers, and members informed regarding PAWV and AmeriCorps updates, policies, and deadlines;
* Serving as an ambassador for PAWV and Preserve WV AmeriCorps with your funders and community stakeholders;
* Assigning a site supervisor to provide day-to-day supervision, direction, and support for your site’s AmeriCorps member(s).

Your organization/agency’s assigned **site supervisor will be responsible for:**

* Attending the program’s mandatory orientation for all members and site supervisors, held in late August 2019 (probably August 28th) at a location to be determined.
* Completing National Service Criminal History Check requirements, and doing so in a timely manner. These include going through fingerprint-based, state and FBI criminal background checks and a National Sex Offender registry search. (Returning site supervisors will not need to be fingerprinted or registry-checked again if there was no break participating in the program. If a site has not had a member for more than 90 days, the site supervisor will need to be fingerprinted and registry-searched again. If a site changes site supervisors for some reason during the service year, the new site supervisor must go through the checks and registry search at that point.)
* Keeping track of the site’s required, in-kind grant match hours (regarding when the site supervisor supervises your Preserve WV member[s] and what supervision activities s/he performs). Site supervisors are expected to provide $1,000 in-kind match in addition to the cash match. The site supervisor record time using the OnCorps online timesheet system on at least a monthly basis;
* Participating in a mandatory, midyear, site visit with PAWV staff and your member(s);
* Regularly reviewing and approving members’ bimonthly timesheets, and completing evaluation forms of your member(s) mid-way through the year and at the end of the year;
* Collecting member paperwork for submission to PAWV, when needed;
* Gathering relevant data from the site and submitting timely reports to PAWV, when requested, through data collection forms (typically using SurveyMonkey);
* Allowing your site’s member(s) time away from your site to attend mandatory (and sometimes optional) training events, when specified by PAWV and/or Volunteer West Virginia. Per CNCS regulations, members can spend 20% of their service hours in training.
* Allowing your site’s member(s) time away from typical service activities to conduct two Civic Service Projects during the service year. These projects typically are one day each on Martin Luther King, Jr. Day and in April. This is a requirement of Volunteer West Virginia and CNCS. PAWV requires that one of each member’s projects must be preservation-oriented. The projects may occur at your site or elsewhere in the community.
* Leading member supervision, management, and discipline.

**MEMBER TASKS CAN INCLUDE (BUT ARE NOT LIMITED TO):**

* Volunteer recruitment, management, coordination, and training.
* Creating organizational/site policies and plans – such as collections management, maintenance/weatherization, disaster preparedness, volunteer or docent handbooks, marketing/social media handbooks, historic district design guidelines, etc.
* Heritage tourism event development, including planning and publicizing the event, coordinating volunteers, and getting funds/donations/sponsorships for the event. (Fundraising can occur only with prior permission from PAWV).
* Program development and event coordination related to historic preservation and heritage tourism. For example, members can organize and participate in building weatherization and rehabilitation projects, site cleanups or clean-outs, beautification projects, etc. Members can also organize and/or present historical programming, such as lectures and workshops.
* Doing outreach for the site – including in-person meetings, relationship building activities, social media, newsletters, brochures, website, etc.
* Creating historical exhibits, interpretive signage, walking tour brochures, Clio entries
* Identifying, surveying, and documenting historic properties. Members can complete West Virginia Historic Property Inventory (HPI) forms and nomination forms for the National Register of Historic Places. Members can conduct surveys of vacant buildings in a historic district, or complete nominations for state and national recognition programs.
* Collections management – such as inventorying, accessioning, and/or properly storing museum artifacts and archival documents.
* Giving tours of the site to the public, as well as developing tour content.
* Fundraising, but only with prior approval from PAWV and on a limited basis. Members can spend 10% of service hours fundraising for their projects. Fundraising may include recruiting event sponsors, finding in-kind or monetary donations for projects, and working on (non-federal) grants for exhibits, heritage tourism events, the site’s preservation needs, site marketing materials, etc.

**MEMBERS ARE NOT ALLOWED TO:**

* Participate in any fundraising activity that has not been preapproved by PAWV;
* Participate in fundraising for the organization/agency’s operating budget, general fund, or AmeriCorps site sponsor grant match;
* Write or otherwise work on applications for federal grants;
* Be involved in legislative / political advocacy or lobbying as part of their service;
* Recruit, assist, or promote individual for-profit businesses / for-profit vendors (such as craft vendors, food vendors, etc.) when organizing or running special events;
* Do event planning that is unrelated to historic resources or heritage tourism;
* Work in gift shops (such as at a museum);
* Be treated as an office administrator, secretary, salesperson, or janitor;
* Replace paid staff members (even temporarily, such as while a staff member is out sick);
* Duplicate existing staff tasks.

**APPLICATION PROCESS AND KEY DATES**

**Friday, April 12th** - **Site Sponsor Applications due** and submitted to PAWV’s Program Associate, Kelli Shapiro, PhD, at preservewv@aol.com by 5:00pm.Sites can apply for either full-time (1700 hours/year) or part-time (900 hours/year) AmeriCorps members. Sites can apply for more than one member or a combination of members too. Depending on site needs and the program’s availability and funding, PAWV may assign a full- or part-time member to an approved organization/agency.

**April 19-22, 2019 – Confirm receipt -** A representative from PAWV will confirm receipt of your application. (If you have not received a response within a week of applying, please follow up.) PAWV may also contact you later in the process with clarification questions regarding your application.

**May 2019** - **Site selection** will take place and will depend on the strength of the organization/agency’s application and the availability of funding. Preserve WV AmeriCorps sites are selected based on organization/agency need, the member’s proposed scope of service, and the member’s proposed focus on increasing cultural heritage tourism and improving historic resources and making them more available for public use.

**-Recruitment** - Based on accepted sites and expected funding, PAWV will begin recruiting applicants near the end of May 2019. The recruitment process will go throughout the summer and into the fall, as needed. During this period, PAWV and site sponsors will review applications, interview applicants, select candidates for the positions, and PAWV will offer the positions to the AmeriCorps members after initiating National Service Criminal History Check requirements.

**June 2019 – CNCS Funding Decisions Announced –** this may impact the program’s final site decision.

**August 28, 2019 – Service Year Start Date, Mandatory Orientation, and Member On-boarding –** All site supervisors and members are expected to attend this day-long training at a location to be determined.

**QUESTIONS**

If you have any questions, contact Danielle Parker, PAWV Executive Director, at dlapresta@pawv.org or 304-345-6005 (cell). Email preferred.