

Preserve WV AmeriCorps 2019-2020 Sites and Service Descriptions (updated August 2019)



The Preserve WV AmeriCorps program is the Preservation Alliance of West Virginia's, <http://www.pawv.org>, statewide service initiative where members help main streets thrive, help communities capture their



local history, and help preserve beloved West Virginia landmarks. The purpose of the Preserve WV AmeriCorps program is to increase economic and community development in West Virginia through historic preservation, heritage tourism, and capacity-building projects.

OPEN SITE PLACEMENTS

A full description of sites and service opportunities is available at the bottom of this document. The list of open site placements currently include

Accelerated half-time (900 hour) with a service term of March/April 2020 to November/December 2020.

- The Berkeley County Roundhouse Authority (Martinsburg)
- Preservation Alliance of West Virginia (remote, must live in west Virginia)
- Sutton Community Development Corporation (Sutton)

AMERICORPS REQUIREMENTS

- The member must be a US citizen, US national, or lawful permanent resident alien.
- The member must be at least 18 years old at the start of service.
- The member must have had at least some college education. (Significant life experience may be allowed to substitute on a case-by-case basis.)
- The member must not have served more than 3 previous terms (regardless of length) in an AmeriCorps State and National program.
- **All members must commit to serving from March/April to November/December 2020 in an accelerated half-time capacity (900 hours).**
- Accepted members must consent to and undergo FBI, state of service, and state of residence **background checks**, as well as a national sex offender registry check. CNCS does not allow anyone to serve in AmeriCorps who has a murder or sexual assault conviction or who is registered on a sex offender registry. Applicants with lesser convictions will be considered by the Preserve WV program on a case-by-case basis. (Applicants must honestly record any criminal history on the My.AmeriCorps.gov application form; if an accepted applicant is later determined to have lied on the application regarding criminal history, disqualification is possible.)
- Late-start members who are not able to begin until after August must have a separate Orientation, typically at their site, along with program staff and their site supervisors. Orientation will focus on AmeriCorps policies, procedures, prohibited activities, and benefits – as well as on program-specific information, paperwork, and instructions.

- **Various training activities may be scheduled during the first several months of service and throughout the year.** Members will be notified of these trainings as soon as possible. Some will be mandatory; others will be optional.
- All members in all AmeriCorps programs across the state are required to participate in **two Civic Service Projects**: one in **Spring 2020** and one in **September 2020**. Members must lead one preservation-oriented project and can take part in another (rather than lead) for this requirement.
- Members will be expected to provide their own transportation to Orientation, trainings, Civic Service Projects, and other program-related events. Travel is reimbursable (with prior authorization required for optional activities). Carpooling with other members is strongly encouraged. When hotel reservations are needed, members will typically share hotel rooms with other members.
- Members must track and log all service time and duties in a timesheet provided by the Preserve WV AmeriCorps program, as well as in an online AmeriCorps reporting system called OnCorps. Various other paperwork (reports, logs, articles, etc.) is also required by the program.

AMERICORPS MEMBER BENEFITS

Half-time members (900 hours, approximately 20 hours a week) will receive a \$7,000 living allowance, paid in bi-monthly installments. Workers compensation insurance will be provided. Eligible applicants may qualify for AmeriCorps health insurance and childcare assistance. Unemployment insurance is not provided.

AmeriCorps members will receive a **Segal AmeriCorps Education Award** upon the successful completion of their term of service. The educational award for full-time members is equivalent to the federal Pell Grant amount for that year. The award amounts are subject to change annually. For the 2019-2020 program year, the award is \$3047.50 for half-time members. Members with uncompleted service terms or uncompleted hours, or who have not submitted all required program materials, will not receive an educational award. The educational award can be used for tuition at most colleges, technical, and vocational schools, or for the repayment of qualified, federal student loans. Members 55 or older may choose to transfer their award to a child or grandchild. AmeriCorps members are only allowed to receive educational awards for the equivalent of 2 full-time service terms (or 4 half-time terms).

Members' qualified student loans can be deferred during AmeriCorps service, with the accumulated loan interest paid by CNCS at the end of the deferred period.

The Preserve WV program and its sites do not provide housing. All members are responsible for their own living arrangements and costs. No resettlement or moving allowance is included. However, program staff, site supervisors, and/or current & former members in specific areas may be able to offer suggestions for where to look for housing.

*Tasks List for Accelerated Half-time AmeriCorps Member Placements
(Listed in Alphabetical Order)*

Berkeley County Roundhouse Authority

Site Supervisor: Elaine Mauck

Martinsburg, Berkeley County

<https://www.themartinsburgroundhouse.com/>

Martinsburg, located along Interstate 81 in WV's Eastern Panhandle, is a major WV city with approximately 17,000 people, urban/suburban amenities, and a revitalizing, historic downtown. Along with the nearby, larger city of Hagerstown, MD, it is part of the Hagerstown-Martinsburg Metropolitan Statistical Area (approximate population 265,000). Washington DC and Baltimore are around 1.5 hours away (in good traffic).

The Martinsburg Roundhouse is one of 16 National Historic Landmarks in West Virginia. It includes 13 acres with three B&O Railroad shop buildings. The main attraction is the completely enclosed, 1866, cast iron frame roundhouse. This complex was active early in the Civil War and was where the multi-state Great Railroad Strike of 1877 began. The B&O Railroad shops operated until 1988.

The Berkeley County Roundhouse Authority, part of the Berkeley County Council, now operates the Martinsburg Roundhouse as a seasonal historical site and event / rental venue. The mission of the Berkeley County Roundhouse Authority is the preservation and rehabilitation of the Martinsburg Roundhouse for adaptive reuse as an historic attraction of national significance and community center for public events.

Tasks will include:

- Help plan onsite events (such as the annual Great Train Raid) – including promotion, scheduling, coordination, and marketing
- Recruit and manage volunteers for tours, events, etc.
- Do (non-federal) fundraising for the Frog & Switch Shop building project's capital campaign (10% or less of member time)
- Promote the site through social media
- Assist the Friends of the Roundhouse group
- Give tours
- Attend Authority meetings
- Help with the Roundhouse's part of the annual Martinsburg Heritage Festival

Preservation Alliance of West Virginia

Site Supervisor: Danielle Parker

Remote, Must Live in West Virginia

<http://www.pawv.org>

The Preservation Alliance of West Virginia is the statewide nonprofit organization dedicated to historic preservation in our Mountain State. It is the administrator of the Preserve WV AmeriCorps program. The executive director is looking for someone to serve directly under her

leadership to assist with evaluation of the impact of the Preserve WV AmeriCorps program and to develop free, virtual educational programming.

For evaluation of the Preserve WV program, the individual will help to pull data from various sources and input, as well as organize the information in an excel document. Depending on how far the individual gets with the data organization, he/she may be asked to help develop evaluation questions and begin writing impact statements for the organization.

For the webinar development, the individual will research and develop ideas for presentation topics, maintain an outline of potential topics, seek out speakers for specific topics, book speakers, organize a calendar of events, and coordinate the webinar with the executive director.

The person selected for this service opportunity must be extremely motivated and a self-starter who can serve independently from a remote location.

Sutton Community Development Corporation

Site Supervisor: Dot Gioulis

Sutton, Braxton County

<http://suttonwv.com/cdcontrac.aspx>

The Sutton Community Development Corporation exists to capitalize on the existing tourism draws in Sutton, related to the arts, cuisine and recreation by enhancing existing services; targeting new attractants, events, or services which are complementary; and developing events and opportunities to showcase tourist attractants. Its goal is to create an inviting vibrant downtown where traditions and new ideas unite focusing on the arts, recreation and history to create a sense of community pride with opportunity for everyone. The Preserve WV AmeriCorps member will have an office at 614 Main Street in Sutton with an opportunity to serve at the Town of Sutton offices, as well. The member will keep normal business hours, but may be expected to serve on some weekends and evenings. The member will be assigned the following tasks to assist with the Sutton Community Park Project and Sutton Farmers Market/Community Garden Project:

Sutton Community Park Project

- Fundraising
 - 10% of total time will be spent on non-federal fundraising projects
 - As outlined in fundraising, organize and conduct dinner dance fundraiser
 - Organize online auction plan
 - Research, write, and submit non-federal grant applications
 - Research and develop donor list & database
- Recruit and organize volunteers for:
 - Park project campaign teams and committee
 - Fundraising projects
 - Public relations
- Develop volunteer job descriptions
 - Campaign team and committee

- Fundraising projects
- Public relations
- Develop, establish, and coordinate park project campaign team & committee
 - Recruit project partners
 - Recruit project members
- Develop marketing materials
 - Brochure
 - Social media
 - Video

Market/Community Garden Project

- Develop, establish, and coordinate committee
 - Recruit project partners
 - Recruit project members
- Recruit and organize volunteers for:
 - Market Saturday events
 - Maintenance of Community Garden
 - Training on gardening
 - Fundraising projects such as hot dog sales, plant sales etc.
 - Public relations
- Develop volunteer job descriptions
 - Committee members
 - Fundraising projects
 - Public relations
- Research, develop and coordinate advertising ads from outside sources
 - At least 10 paid ads
- Develop marketing materials
 - Handouts
 - Brochure
 - Social media
 - Video
- Research, write and submit grants - does not include federal grants
 - Develop & implement grant database
- Implement public relations activities
 - At least 3 public speaking events
 - At least 4 newspaper articles
 - Social media blasts during market hours
 - Radio public announcement

QUESTIONS

If you have any questions, contact:

Danielle Parker
Preserve WV AmeriCorps Program Director
Preservation Alliance of West Virginia

www.pawv.org

dlapresta@pawv.org

304-345-6005

(No snail mail, please.)