



## SUPERIOR AMERICORPS

700 Park Avenue · Houghton, MI 49931

1.906.487.6600 x 145

superioramericorps.org

### Member Application – Site Preferences

**Applicant Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

Street City State ZIP

**E-mail** \_\_\_\_\_

Although we cannot guarantee a particular position or location, we would like to honor your preferences as much as possible. Please indicate your preferred choice for the region you would prefer to serve:

- Baraga/L'Anse area
- Houghton/Hancock area
- Calumet/Lake Linden area

Please indicate your preferred age range to serve:

- Elementary School, K-3<sup>rd</sup> grade
- Preschool

#### Submit this application along with your resume to:

Superior AmeriCorps  
700 Park Avenue  
Houghton, MI 49931  
Fax: 906-482-7329

*Superior AmeriCorps provides equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, age, disability, religion, sexual orientation, or any other improper criterion. Superior AmeriCorps is funded by the Corporation for National and Community Service through the Michigan Community Service Commission and the generous support of its local partners. BHK Child Development Board is the administrative agency for Superior AmeriCorps. BHK is an equal opportunity employer/service agency and is committed to providing access, equal opportunity, and reasonable accommodation in its program, activities, and materials. Please call (906) 482-3663 to request accommodations or to obtain materials in an alternate format.*

PLEASE FILL OUT ALL FOUR PAGES COMPLETELY.

HOW DID YOU HEAR ABOUT AMERICORPS? \_\_\_\_\_

**I. APPLICANT INFORMATION:**

NAME: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_ GENDER: \_\_\_\_\_Male \_\_\_\_\_Female  
Previous name / aliases / maiden name / etc.

DATE OF BIRTH: \_\_\_\_\_

ARE YOU A UNITED STATES CITIZEN, NATIONAL, OR LAWFUL PERMANENT RESIDENT ALIEN?  YES  NO

If you received your lawful permanent resident alien card after January 1987, please indicate the registration number and the card's expiration date: \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE?  YES  NO

DO YOU HAVE YOUR OWN MEANS OF TRANSPORTATION?  YES  NO

CURRENT ADDRESS: (*All information will be sent to this address*) How Long at Current Address: \_\_\_\_\_

\_\_\_\_\_  
Number and Street City State Zip Code

\_\_\_\_\_  
Home Phone Cell Phone

CURRENT EMAIL ADDRESS: \_\_\_\_\_

PERMANENT ADDRESS (If different):

\_\_\_\_\_  
Number and Street City State Zip Code

\_\_\_\_\_  
Home Phone Cell Phone

**II. SERVICE INVOLVEMENT:** AmeriCorps is a national community service program. Please list and describe any community service that you have performed whether paid or volunteer. Include neighborhood, school, youth, religious, social, professional, and volunteer groups, community service projects, and other relevant activities. Explain why you decided to serve or get involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you previously served in AmeriCorps (\*NCCC, \*VISTA, \*State and National)?  YES  NO  
If yes, please complete the following:

\_\_\_\_\_  
Program Name Location

Did you successfully complete your term of service?  YES  NO

If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**III. MOTIVATIONAL STATEMENT:** We would like to understand more about you and your reasons for applying to AmeriCorps. Share the experience(s) that have made you the person you are today and how it sparked your interest in community service. If you need additional space, attach a separate piece of paper and limit your total response to 500 words.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. SKILLS:** Describe other experiences or skills that qualify you for service with Superior AmeriCorps such as playing a musical instrument, WSI, art, coaching, certifications, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. EDUCATION & TRAINING:**

**High School:** \_\_\_\_\_  
Name & Location Dates attended Degree/certificate earned

**College:** \_\_\_\_\_  
Name & Location Dates attended Degree/certificate earned

**College:** \_\_\_\_\_  
Name & Location Dates attended Degree/certificate earned

**Other:** \_\_\_\_\_

List any special certifications and date(s) received: \_\_\_\_\_

\_\_\_\_\_

**VI. EMPLOYMENT HISTORY:** List your last three positions, beginning with your current or most recent job.

**A. EMPLOYER:** \_\_\_\_\_ **YOUR TITLE:** \_\_\_\_\_

\_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE ( ) PHONE

NAME OF SUPERVISOR: \_\_\_\_\_ DATES EMPLOYED: FROM / TO /

RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

**MAY WE CONTACT:**  YES  NO

**B. EMPLOYER:** \_\_\_\_\_ **YOUR TITLE:** \_\_\_\_\_

\_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE ( ) PHONE

NAME OF SUPERVISOR: \_\_\_\_\_ DATES EMPLOYED: FROM / TO /

RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

**C. EMPLOYER:** \_\_\_\_\_ **YOUR TITLE:** \_\_\_\_\_

\_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE ( ) PHONE

NAME OF SUPERVISOR: \_\_\_\_\_ DATES EMPLOYED: FROM / TO /

RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

**VII. REFERENCES:** (List 3 professional references which we may contact)

Name	Current employer	How do you know them?	Email address OR Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*If you think any additional information would be helpful in considering your application, please enclose a resume or written statement.*

I certify that the information in this application is true and accurate, and provided by me. I understand that if any of the above information is determined to be false, misleading or inaccurate, I will not be considered for this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Authorization To Release Criminal History Information



Full Name: \_\_\_\_\_ Aliases: \_\_\_\_\_

Individuals who declare they have been arrested, charged with or convicted of any of the offenses listed **are not** automatically disqualified. Superior AmeriCorps reviews each case to assess the relevance of an arrest, charge, or conviction.

Please provide **your initials** on the appropriate category below:

\_\_\_\_ I **have not been** arrested, charged, and/or convicted on any offenses listed above.

\_\_\_\_ I **have been** arrested, charged, and/or convicted on one or more of the offenses listed above.

Please attach information listing the offense(s), the date(s) of the arrest, charge and/or conviction, and other relevant information.

**Have you been convicted of any felonies or misdemeanors?**  Yes  No

If yes, explain: \_\_\_\_\_

**Are any civil suits or judgments pending against you?**  Yes  No

If yes -- Date: \_\_\_\_\_ Place: \_\_\_\_\_  
(Month/day/year)

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

**Have you been involved in substantiated abuse or neglect of children or adults?**  Yes  No

If yes, explain: \_\_\_\_\_

I, \_\_\_\_\_, born on \_\_\_\_\_ hereby  
(Print your full Legal Name) (Birth date in mm/dd/yyyy)

authorize, to BHK Child Development Board, the Administrative Agency of Superior AmeriCorps, the release of all criminal history information that pertains to me, on file, at the Michigan State Police Internet Criminal History Access Tool [ICHAT], the United States Department of Justice Dru Sjodin National Sex Offender Public Website, and the US Federal Bureau of Investigation.

I acknowledge that consideration for service is contingent on the results of an FBI criminal history, reference and background check, possible skills or other tests, and if I am offered a position, that my position is conditional until the results of my post-offer physical are known. Should I be offered a position, I hereby consent to such post-offer physical, which may include a controlled substance test. I authorize the Agency to investigate the truthfulness of all statements made on this application or in connection with my post-offer physical, to contact former employers and other listed references or concerning this application, including any post-offer physical, and authorize release of information concerning any disciplinary action without any obligation to give me written notice of such disclosure I agree to execute any lawful releases, consents and waivers required by the Agency. I hereby release the Agency and any other person from any liability whatsoever as a result of such inquires and disclosures.

I certify that I have read this in its entirety, and that the information I have provided above is true and correct.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## **SUPERIOR AMERICORPS READING INTERVENTIONIST POSITION DESCRIPTION**

AmeriCorps is a national service-based organization that focuses on strengthening communities, encouraging responsibility and expanding opportunity for our citizens. Through AmeriCorps, individuals of all ages and backgrounds address the nation's education, public safety, environment, and/or human needs through service.

The Superior AmeriCorps Literacy Interventionist will assist with either preK or K – 3<sup>rd</sup> grade students who are considered at-risk of failure in the areas of literacy and reading comprehension. Literacy Interventionists provide direct support to help improve student performance. Training in literacy strategies and reading programs to be implemented in a professional school environment, as well as trainings aimed to build leadership, effective citizenship, and other skills will be provided throughout the service term.

### **A. Position Title and Information**

Part-time AmeriCorps Reading Interventionist: 1200 Hours from ~8/24/2020 – 6/11/2021

### **B. AmeriCorps Qualifications**

Members will meet the following qualifications:

- Be at least 18 years of age.
- Hold a high school diploma or its equivalent or agrees to obtain a high school diploma or its equivalent prior to utilizing the education award
- Be a citizen, national, or lawful permanent resident alien of the United States;
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202
- Hold a valid driver's license and have their own transportation

### **C. Essential Duties**

All of the following duties and responsibilities are essential position functions subject to reasonable accommodations. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform other position-related instructions within the scope of their normal service activities as needed:

1. Act as a positive role model to students
2. Provide direct tutoring and intervention services to students for the purpose of improving reading skills
3. Implement reading strategies to enhance literacy skills in students who are below the grade-level benchmark
4. Participate in and plan/prepare for service learning projects and service days, such as Make A Difference Day, our annual Camp Read Away, and Adopt-a-Highway clean-up.
5. Document service activities and collect data according to program requirements
6. Exhibit professionalism and civic responsibility at all times
7. Attend mandatory monthly member meetings and actively participate in team activities

### **D. Knowledge, Skills, and Abilities**

1. Ability to maintain professional boundaries with students, peers, and supervisors
2. Willingness to take direction from supervisors, teachers and other staff in the school
3. Ability to provide academic support to young children
4. Enjoy serving with children and exhibit the ability to interact with young children on their level
5. Ability to interact professionally with school, staff, students, fellow members, and the community
6. Experience and/or interest in addressing issues within our community
7. Effective communication skills
8. Willingness to be an active team member, and ability to serve in a diverse team
9. Good organizational skills and ability to follow through with assigned tasks
10. Ability to commit to a nine month term of service.

### **E. School Site**

Members will complete a minimum of 35 hours of service per week during the program year. Duties and responsibilities may vary slightly from site to site and will be more clearly defined by the site supervisors. School environments are very structured and members must be able to adapt to school schedules and other requirements. School day schedules may change unexpectedly due to assemblies, substitute teachers, snow days etc. Therefore, flexibility is required in the face of these changes.