

TERRACORPS SERVICE SITE INFORMATION PACKET FOR 1200 HOUR MEMBERS



WHO WE ARE:

Located in Lowell, MA, TerraCorps is an AmeriCorps affiliated start-up environmental non-profit preparing and mobilizing emerging leaders to help communities gain access to and conserve land for people and nature. Working at the intersection of the land conservation and urban agriculture movements, our vision is to create a future where land is the foundation of health and well-being for ALL people in EVERY community.

OUR STORY:

In 2008, TerraCorps started as a Commonwealth Corps program with 4 service Members based out of Mount Grace Land Conservation Trust and has grown to become its own independent nonprofit organization operating in multiple states and supporting 52 service Members in 2020.



We are now recruiting Service Sites to host 1200-hour, three quarter term Member service positions. TerraCorps invites land conservation, urban agriculture, food justice, and nonprofit organizations with similar missions to apply to become a TerraCorps Service Site and host a three quarter term Member from December 2020-July 30, 2021. Applications will be accepted on a rolling basis.

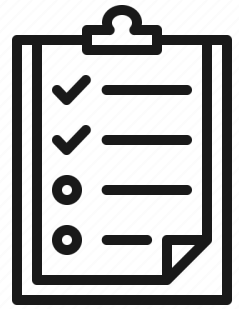
TerraCorps currently supports 52 AmeriCorps Members serving across two states (Massachusetts & Rhode Island) in 11-month/1,700-hour service positions. Members can serve in one of five positions depending on Service Site needs: Regional Collaboration Coordinator, Land Stewardship Coordinator, Community Engagement Coordinator, Youth Education Coordinator, or Sustainable Agriculture Coordinator. [See full descriptions of each Member Coordinator position here.](#)

TERRACORPS SERVICE SITE ELIGIBILITY:

- ✓ Is a non-profit 501(c) 3 community-based organization (or fiscally sponsored by a 501 (c) 3) in MA with missions or major programs focused on land conservation, land access, sustainable agriculture, or sustainable land use.
- ✓ Organization (or lead organization if sharing a Member) has at least one full-time staff member, a part-time staff member, or a board of director-level equivalent volunteer who can oversee the supervision, training, and mentoring of a TerraCorps Member.
- ✓ Provides Member with standard office space and equipment needs and any special equipment needed to perform their service activities.
- ✓ Has liability insurance that covers the AmeriCorps Member(s) while performing service at the organization and in the field.
- ✓ Has a board-adopted non-discrimination policy that will be applicable to TerraCorps Members (templates available upon request).
- ✓ Has a board-adopted sexual harassment policy that will be applicable to TerraCorps Members (templates available upon request).
- ✓ Provides a drug-free workplace.
- ✓ Willingness to make reasonable accommodations for Members of varying abilities.
- ✓ Able to pay administrative fees in keeping with scales and deadlines outlined on page 3.

TERRACORPS SERVICE SITE RESPONSIBILITIES:

- ✓ Ensure that Members' service aligns with TerraCorps' [Ends Policy](#).
- ✓ Drive local Member recruitment efforts, and actively participate in Member selection, onboarding, and retention.
- ✓ Provide a positive and constructive professional atmosphere for Members to serve in that provides professional service space, computer access, and office equipment consistent with the tasks in a Member's position description.
- ✓ Educate staff and board about AmeriCorps and the TerraCorps program, including Member roles, responsibilities, and prohibited activities.
- ✓ Meet the following Supervisor requirements: Oversee Member service plan development, conduct weekly Member check-ins, oversee Member reporting, participate in bi-annual Member evaluations, review and approve Member timesheets, provide mentorship on Member projects, offer ongoing Member professional development support.
- ✓ Take an active role in identifying the training needs of TerraCorps Members and assist in providing resources to meet those needs.
- ✓ Participate in TerraCorps trainings and events and accommodate Members' attendance at TerraCorps events.



TERRACORPS 2020-2021 SERVICE SITE APPLICATION TIMELINE FOR 1200 HOUR MEMBERS PREFERRED TIMELINE:

SEPTEMBER 24:	Massachusetts Returning Service Site Application Released & Massachusetts New Service Site Application Released
LATE OCTOBER:	Application Deadline for All Returning and New Service Site Applications
LATE OCTOBER:	All MA Applicants Informed of Selection Decisions and Welcome Packets Sent
NOVEMBER TBD:	Recruitment Webinar for All MA Service Sites (<i>paperwork and position descriptions also due</i>)
EARLY NOVEMBER:	Final Member Position Descriptions Reviewed & Returned to MA Service Sites
EARLY NOVEMBER:	MA Member Positions Posted and Recruitment Commences
DURING NOVEMBER	Member recruitment and offers made on a rolling basis
DECEMBER TBD	Member Orientation by TerraCorps
DECEMBER TBD	Member Orientation at Service Site



SERVICE SITE FINANCIAL CONTRIBUTIONS:

TerraCorps operates in collaboration with the Corporation for National Community Service (CNCS) and state service commissions. **TerraCorps' programs are contingent on federal funding which is awarded each year in early May.** In the 2020-2021 program year TerraCorps received funding from CNCS to cover approximately 50% of the total cost to run the TerraCorps program. TerraCorps secures funding for the remaining ~50% of costs through the program administrative fees paid by Service Sites for each Member they host, and through diversified fundraising from individuals, foundations, corporations, and alumni.

TerraCorps' total cost per 1200 hour, or three quarter term AmeriCorps Member in the 2020-2021 program service year is approximately \$21,000. *For each three-quarter term AmeriCorps Member that a Service Site hosts, the site pays a program administrative fee on a sliding scale based on the size of its annual operating budget (regular expenses minus land acquisition costs) ranging from \$5,250 - \$7,707.* The percentage of the total cost per AmeriCorps Member paid by Service Sites ranges from 25-36.7%. Please see chart below.

ADVANCED DEPOSIT AND ADMIN FEE PAYMENTS:

For Service Sites selected into the Program, a single \$500.00 advanced deposit is required to secure your awarded Member positions. Advanced deposits must be received no later than two weeks from the date of your acceptance e-mail or the Member positions may be awarded to waitlisted organizations. Advanced deposits will be credited towards Member admin fees. If a valid effort is put in to fill Member positions, but you are not successful by the start of the program year, the deposit will be fully reimbursed. Advanced deposits will be forfeited in the event a Service Site fails to fill its member position(s) because it did not sufficiently participate in Member recruitment and interview processes as determined at the sole discretion of TerraCorps .

Administrative fees will be due by Friday, October 30th. For all payments, we offer a 15-day grace period following payment due dates. If payment is received more than 15 days after the set payment due date, the outstanding balance is subject to a 1.5% late payment fee for each 30-day period thereafter.

Organizations that have outstanding fees from prior program years will be ineligible to host Members until all outstanding amounts are paid. In addition to the administrative fee, service sites are responsible for expenses to support each Member's travel, training, supplies and equipment needed to carry out their service activities (\$500-1,500 depending on travel).

Organizational Operating Budget	TerraCorps Admin Fee per Member	Percent Total Cost per Member
<\$100,000	\$5,250	25%
\$100,000-\$250,000	\$5,775	27.5%
\$250,000-\$500,000	\$5,919	28%
\$500,000-750,000	\$6,126	29%
\$750,000-\$1,000,000	\$6,295	30%
\$1,000,000-\$1,500,000	\$6,594	31.5%
\$1,500,000-\$2,000,000	\$7,006	33.33%
>\$2,000,000	\$7,707	36.7%



TerraCorps aims to support nonprofit organizations with different capacities, including all-volunteer organizations without staff. If an organization desires to become a Service Site but does not have sufficient capacity to afford and/or effectively supervise a Member, we encourage them to share resources and collaborate on projects with regional partner organization. For more information on how this may work for your organization, please speak with the TerraCorps Chief Program Officer, Lianna Lee at 978-364-9770 x 8.

TERRACORPS MEMBER POSITIONS AND SERVICE ACTIVITIES :

TerraCorps Members serve in one of five positions: Regional Collaboration Coordinator, Land Stewardship Coordinator, Community Engagement Coordinator, Youth Education Coordinator, or Sustainable Agriculture Coordinator. Read more about each position [here](#).

Through their service, all Members carry out capacity building projects; educate or train individuals; recruit, train, manage, and support community volunteers; and identify new individuals and groups to participate in education, recreation, or service opportunities as directed by their service site. For complete information around Member service goals and metrics, click [here](#). *A unique aspect of TerraCorps, valued by our Service Sites, is the flexibility to customize each Member position in order to respond to specific organizational and community needs.*

AMERICORPS MEMBER ELIGIBILITY REQUIREMENTS:

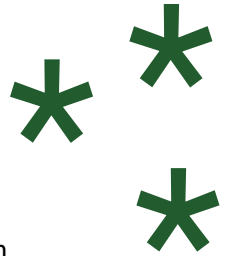
Members must meet the following AmeriCorps requirements:

- ✓ Be a US Citizen, US National, Lawful Permanent Resident Alien of the US, and/or Tribal Member
- ✓ Be at least 18 years old
- ✓ Hold a minimum of a high school GED
- ✓ Have served no more than 3 previous full-terms as an AmeriCorps Member
- ✓ Pass a criminal history background check, including an FBI check

TERRACORPS MEMBER DESIRED REQUIREMENTS:

TerraCorps also has the following desired qualifications:

- ✓ Strong written and verbal communication skills
- ✓ Able to serve both independently and as a member of a team
- ✓ Comfort navigating computer software (relevant to coordinator position)
- ✓ Training/experience pertinent to specific coordinator position
- ✓ Experience training/educating community members and volunteers
- + Service Sites can add 3 additional desired qualifications specific to the envisioned Member role



PROHIBITED ACTIVITIES FOR AMERICORPS MEMBERS:

AmeriCorps regulations prohibit Members from performing services or duties that have been performed by a presently employed worker, an employee who resigned or was discharged within the last six months, or an employee who is on leave. In addition, AmeriCorps Members may not conduct any of the following activities as part of their service:

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| * Organizing voter registration | * Assisting, promoting, or deterring union organizing | * Providing abortion services or referrals for receipts as such |
| * Organizing or engaging in protests, petitions, boycotts, or strikes | * Impairing existing contracts for services or collective bargaining agreements | * Spending more than 10% of their time on allowed service-related fundraising activities |
| * Engaging in religious instruction or any form of religious proselytization | * Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office | * Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, candidates, platforms, proposed legislation, or elected officials |
| * Attempting to influence legislation or an election, or aiding a partisan political organization | * Providing a direct benefit to a for-profit entity, labor union, partisan political or religious organization, or a nonprofit that engages in lobbying drives. | * Raising funds for any of the following: help Service Site achieve match requirements, fund the AmeriCorps Member's own living stipend, support the Service Site's operating expenses or endowment, apply for AmeriCorps or any other federal agency funding. |

SERVICE SITE APPLICATION REVIEW PROCESS:

As part of the application review process, two references will be called for all new organizations with the aim of confirming the following qualifications:

- ✓ The organization applying provides a healthy environment and positive culture for its staff and volunteers.
- ✓ The organization performs work to the satisfaction of partnering groups or individuals.
- ✓ The organization meets financial commitments and provides timely administrative reporting.

TerraCorps' review committee will select service sites based on the following criteria:

- 1) Service Site eligibility requirements
- 2) Synergy between proposed service projects and TerraCorps' [Ends Policy](#)
- 3) Community needs addressed by the Member's service
- 4) Constituency served by organization
- 5) Level of supervision, training, and mentoring provided to the Member
- 6) Past performance of the organization working with volunteers and/or AmeriCorps Members
- 7) Service assignments that give Members opportunities to develop and lead projects
- 8) Service Site administrative capacities and/or reporting history
- 9) Likelihood of the organization sustaining their Program involvement
- 10) Opportunities for TerraCorps Member collaboration (within or across Service Sites).



Thank you for considering being a TerraCorps Service Site. If you have questions about position availability or site selection, contact Lianna Lee, TerraCorps Chief Program Officer:

llee@terra Corps.org or 978.364.9770 x 8

