



AmeriCorps service positions enrich lives and provide members with transferable, life-long workforce skills. Learn more about this challenging opportunity and lifestyle.

WELCOMING YOUR MEMBER

You Have a Member: What's Next?

Site Orientation Plan	
Before the Member's service begins...	
	Prepare the Member's work space & computer space
	Get a computer username / login set-up for the Member (if necessary)
	Create an e-mail address for the Member
	Contact your Member to notify him / her what day and time to arrive for the first day
During the Member's first week of service...	
	Greet the Member at the door on his or her first day
	Introduce the Member to staff, especially those they will be working closely with
	Tour the facility, including their work area
	Discuss basic terms of service as well as your site's policies and procedures, including Member performance expectations specific to your service site
	Code of conduct for your site (i.e., what rules all staff need to abide by)
	<ul style="list-style-type: none"> • Member's service schedule—what time to arrive, lunch break, and time to leave <ul style="list-style-type: none"> ○ This schedule must allow for approximately 40 hours/week (full-time)
	• Site calendar & any training days
	• Member sign-in procedure, if any
	• Communication procedures used at site (e-mail, bulletins, mailbox, etc.)
	• Break and lunch policy
	• Use of telephone, mail services, copier, fax machine, and supplies
	• Dress code
	• Process for reporting absence or illness (give Member your contact information)
	• Safety procedures
	Help Member become accustomed to the site through job shadowing
	Order/create business cards for your Member
	Check in regularly, especially during the first month of service



AmeriCorps service positions enrich lives and provide members with transferable, life-long workforce skills. Learn more about this challenging opportunity and lifestyle.

BEYOND SITE ORIENTATION – HOST SITE RESPONSIBILITIES

- Schedule regular occurring 1:1 meetings with your Member.
- Ensure your Member has recorded all CORP trainings and webinars in their calendars/Outlook. These trainings are required for all Members and host sites.
 - Additionally, quarterly CORP Steering Committee meetings are required for all host sites. Please work your schedule around these preset meetings.
- Follow Member progress through independent learning (see below)
- Job shadowing
 - Allow your Member to meet and engage with your staff in the office and out in the community in order to learn how their work may connect with site mission, goals, and programs.
 - Follow up with your Member to ensure job shadowing is taking place.
- Institutional and Community Connections
 - Connections will be key for your Member. Get them connected to your relevant institutional and community partners.
 - Take them with you to meetings and programs that may help them form relationships for future collaborations.
 - Members will not automatically know where to start – you can help!

INDEPENDENT LEARNING – MEMBER RESPONSIBILITIES

- **AmeriCorps Overview/What is a National Service Member?** (watch recorded presentation)
 - Overview, history, and streams of service of CNCS
 - Role of Serve Colorado, AmeriCorps programs in CO
 - AmeriCorps operations, goals, and objectives
 - Review and understand AmeriCorps prohibited activities
 - Service term and Member benefits
 - Living allowances/education awards
 - Members basics handout
 - Member Assistance Program
 - Training and professional development
- **CORP Partners' Presentations**
 - Opioid crisis in Colorado/ setting the stage for CORP (view consortium slide show #1)
 - Attorney General's Task Force (review handouts)
 - The Colorado Consortium (view consortium slide show # 2 and review handouts)
 - Rise Above Colorado (review handouts)
 - Central Colorado Area Health Education Center (view slide show)
 - CO AHEC System and Regional Centers (view slide show)
- **Curriculum Map** – Member training overview
 - This document contains Member training dates and content from Program Managers and partners.



AmeriCorps service positions enrich lives and provide members with transferable, life-long workforce skills. Learn more about this challenging opportunity and lifestyle.

ADDITIONAL ONBOARDING – MEMBER RESPONSIBILITIES

- **Member is responsible for reviewing the following administrative documents/websites**
 - Become familiar with OnCorps timesheet website (completion and submission) and due dates
 - Member daily activity tracker
 - CORP Member Handbook
 - CORP partnership table
 - CORP program calendar
 - CORP travel voucher
 - Data quality workbook
 - Member training checklist
 - Colorado regional AHEC phone directory

IMPORTANT RESOURCES

- AmeriCorps: www.nationalservice.gov/programs/ameri-corps
- OnCorps Timesheet Reporting: <http://co.oncorpsreports.com/>
- MyAmeriCorps Member Portal: <https://my.americorps.gov/mp/login.do>
- Central Colorado Area Health Education Center: <http://www.centralcoahec.org>
- Colorado Area Health Education Program: www.ucdenver.edu/life/services/ahec/Pages/index.aspx
- Colorado Consortium for Prescription Drug Abuse Prevention: www.corxconsortium.org
- Colorado Attorney General's Office: <https://coag.gov/>
- Rise Above Colorado: www.riseaboveco.org
- Serve Colorado: www.colorado.gov/servecolorado
- Corporation for National & Community Service: www.nationalservice.gov/

CONTACT INFORMATION

AmeriCorps Fiscal Manager	AmeriCorps Program Manager
Lin Browning 303.923.3734 linbrowning@centralcoahec.org	Gina Olberding 303.724.3044 Gina.Olberding@ucdenver.edu