



AmeriCorps

Service Opportunity Listing Requirements

AmeriCorps State and National
October 29, 2024

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Purpose, Scope, and Applicability

As part of a program’s member recruitment procedure, all programs, including subgrantees, are required to create and post available AmeriCorps State and National member service opportunities in the eGrants portal ([AmeriCorps State and National Specific Terms and Conditions](#)). This guide shares information about creating service opportunity listings including eGrants instructions, applicable best practices, and the listing requirements and optional components.

Getting Started in eGrants

In the eGrants Portal Home, programs navigate to their *Recruitment Workbasket*, select *Service Opportunities* tab, and then select *Create Opportunity Listing* to complete the service opportunity listing.

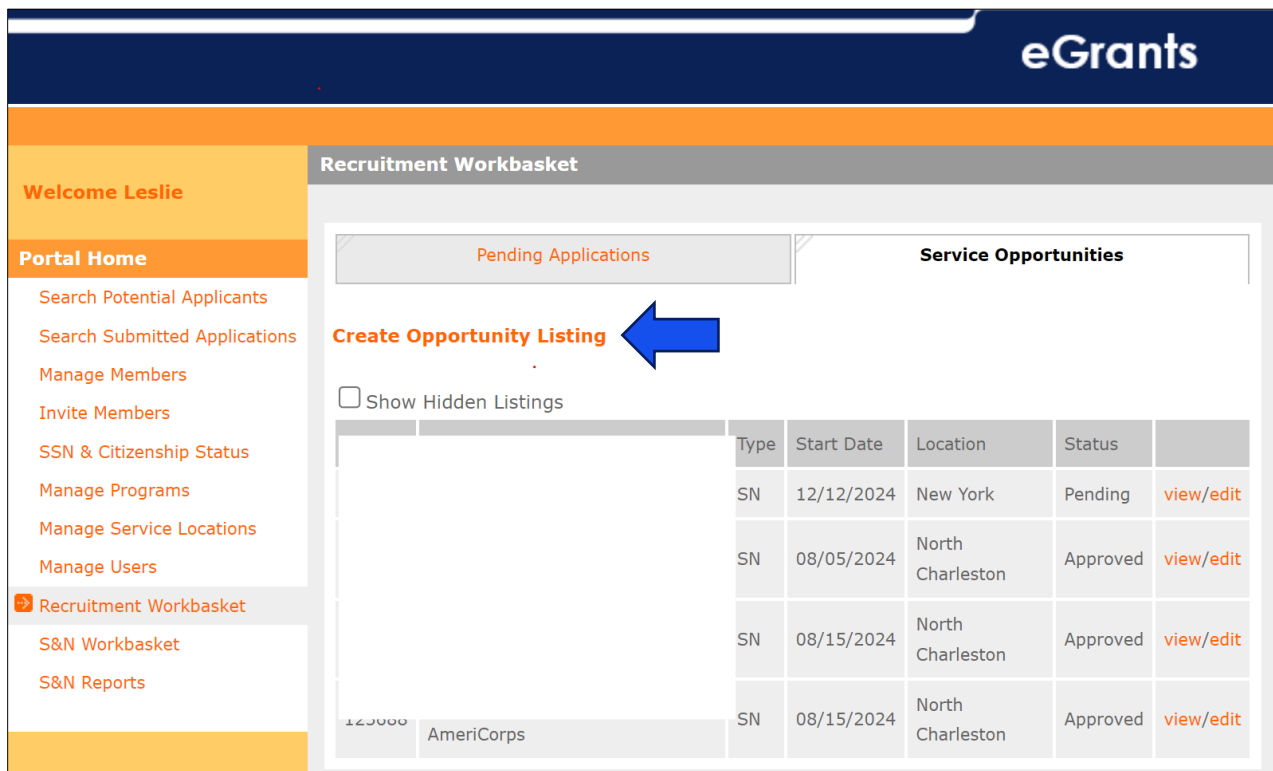


Figure 1: Screenshot of eGrants Portal Home screen with the Recruitment Workbasket open to the Service Opportunities tab, with a blue arrow pointing at Create Opportunity Listing hyperlink.

Service Opportunity Listing Best Practices

Draft service opportunity listings outside of eGrants first: Service opportunity listings are three webpages long and programs cannot save partial information when completing the service opportunity listing, as the only save button is available at the final submission. For efficiency, it is strongly recommended that programs draft their service opportunity listing

outside of the eGrants portal in Word or using AmeriCorps State and National's Service Opportunity Listing Template.

Longer recruitment periods are ideal: We recommend positions recruit for at least one or two months. If the recruitment has completed earlier than expected, the accepting applications end date can be adjusted so the service opportunity can be closed.

Multiple versus individual listings: Grantees have the option to either create multiple service opportunity listings for different program locations, service sites, and/or member duties or create a single universal service opportunity listing. Grantees with different member slots (i.e. work schedules) are encouraged to create multiple service opportunity listings due to differences in member benefits.

Required Components

The following components are **required** for all AmeriCorps State and National service opportunity listings, either by the eGrants system or ASN policy requirements. These required components are listed in the order they appear in the *Create Listing* screens, skipping over the optional components.

Project Name

Title for service opportunity listing.

Project Type

Select *AmeriCorps State / National*.

Program Code

Enter your grant number.

Start Date and End Date

Add program start and end dates.

The program start and end dates should cover the time of service for the listing. To avoid confusing applicants about their length of service, dates should only cover one program year, not multiple grant years.

Term of Service

Select *Full-time, Part-Time, or Summer*.

Contact Information

Add a contact person first and last name, address, and contact phone number.

State(s) or Territories of Service

Select state-level program locations where the member service is occurring.

Program locations should not be used for marketing purposes to specific areas where service is not occurring. National programs may list multiple program locations in the same service opportunity.

Two-Line Description of the Program

In 200 characters or fewer, provide one or two lines that summarize your program's mission and vision. Alternatively, this could be a marketing hook or slogan to entice potential applicants.

Program Description

In 2000 characters or fewer, provide a description of your AmeriCorps program.

Accepting AmeriCorps Now?

Select *Yes* or *No*, then add application dates.

Note: The listing will not be searchable to applicants if the accepting applications end date has passed.

Accepting AmeriCorps Applications?

Select *Yes* or *No*.

Member Benefits

Select required member benefits based on the position type.

Full time member service opportunity listings must include living allowance, health coverage, childcare assistance, and education award upon completion of service. Less than full time member service opportunity listings must include education award upon completion of service. Programs are allowed to select additional optional benefits their program provides. ASN members are not eligible for choice of an end of service stipend.

Minimum Age and Maximum Age

Select an age range.

Generally, the age range must be a minimum of 17 and a maximum of 99 (or none). Per member eligibility requirements, members must be at least 17 years of age at the start of their service. In limited circumstances, out-of-school youth 16 years of age past of opportunity youth programming may serve. Programs may increase the minimum age for their program. Per anti-discrimination laws, the maximum age must be 99 or none; unless the program is an AmeriCorps approved youth corps program.

Member Service Description

In 1000 characters or fewer, provide a description of what the AmeriCorps member(s) will be doing as a part of service, including day-to-day duties and specific responsibilities that the AmeriCorps member performs. Avoid vague language that could potentially be unclear, or an AmeriCorps prohibited activity (e.g. advocacy, health services, other duties as assigned, use of etc.)

Modification Comment

Enter a comment if editing an opportunity listing.

Submitted By

Enter name of the submitter.

Optional Components

The following components are **optional** for all AmeriCorps State and National service opportunity listings. These optional components are listed in the order they appear in the *Create Listing* screens, skipping over the required components.

Listing Availability

Select *Yes* or *No*.

Contact Information

Add street address 2, email, fax number, and/or website.

Metropolitan Areas of Service

Select city-level program locations where the member service is occurring.

Program locations should not be used for marketing purposes to specific areas where service is not occurring. National programs may list multiple program locations in the same service opportunity.

Alternative Application Process

Add phone number, email, and website.

Member Benefits

Select additional benefits that are not required.

Conditions of Service

Select additional requirements or recommendations as determined by the program.

Education Level

Select desired applicant's education level.

Member Skills

Select desired applicant's skill(s).

Language

Select desired applicant's language(s).

Program Focus Area

Select program focus area(s).

Submitted By

Enter submitter phone number and email.

Produced and published at the US taxpayer expense.

