



RHOPE: Economic Opportunities

“Job Readiness, Financial Literacy and Increasing Employment Opportunities”

Program Focus: To address job readiness and access to employment by deploying trained AmeriCorps members to provide hands-on job skills and assist with community educational outreach events for increased participants’ knowledge regarding employment.

Thank you for your interest in the Richmond Healthy Futures Opioid Prevention and Economic Opportunities Program (RHOPE), a federally funded grant initiative aimed at making positive impacting change at the local level.

We are looking for a team of 11 individuals whose primary motivation for seeking the position is a desire to help the community and is not solely financial in nature. AmeriCorps members receive a living allowance (or stipend) which is disbursed evenly over the service term and an education award at the successful conclusion of the service term. All terms of service begin no earlier than January 4, 2020 and conclude no later than August 27, 2021 (8 months). Below are the service hour requirements and associated living allowances for a Reduced Half Time or Quarter Time service commitment. Rates are set by our grant and are non-negotiable. **Please give serious consideration to these compensation levels and if you feel you are still interested in the position, complete the application.**

Application Requirements: Completed applications must be submitted to:

Paul Manning, AmeriCorps Program Director

Parks, Recreation and Community Facilities

AmeriCorps Program

1209 Admiral Street

Richmond, VA 23220

Email: Paul.Manning@richmondgov.com

Office: (804) 646-6528

The City of Richmond is an Equal Opportunity Employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status as defined in local, state, or federal law.

Please check the boxes below to select your interest as a Three Quarter Time or Half Time candidate and the site(s) of preference. Site preferences are not guaranteed and Program positions and application information are subject to change.

Positions

- Reduced Half Time** (675 hrs./24-30 hrs. per wk., living allowance **approx.** \$700 every other Friday, taxable)
- Quarter Time** (450 hrs./16-20 hrs. per wk., living allowance **approx.** \$500 every other Friday, taxable)

Sites

Parks, Recreation and Community Facilities (3 Reduced Half Time positions and 1 Quarter Time position)
PRCF AmeriCorps members will serve on a cohesive team Workforce Development (WD) team providing education and skills-based learning through one-on-one instruction, workshops, classes, and community outreach events.

Annie Giles Center (Two Reduced Half Time – 24-30 hrs. per week): One reduced half time member will be trained to serve at the Annie Giles Center to provide employment resources to participants, including identifying target jobs, assisting with applications, resume development, and interview skills. One reduced half time member will be trained to provide valuable park-based job skills through onsite horticulture

James River Park System (One Quarter Time – 16-20 hrs. per week): One half time member will be trained to teach WD participants to lead efforts in invasive plant removal and native plant restoration. In addition, this member will assist the City's Trail Crew with providing WD participants trail maintenance, construction, and volunteer project training.

Community Gardens (One Reduced Half Time – 24-30 hrs. per week): One reduced half time member will be trained through PRCF's community garden program: Richmond Grows Gardens

Office of Community Wealth Building (1 Reduced Half Time position, 24-30 hrs. per week)

The OCWB's vision is that every Richmond resident will have access to quality schools, quality employment opportunities and the training needed to be successful in such opportunities, safe and vibrant neighborhood settings, mobility via an effective transportation system, and a thriving civil society that supports strong families. One reduced half time AmeriCorps member will be trained to work with program participants to work as a liaison between career coaches and participants to ensure successful completion of the training program.

Department of Public Works (DPW) - (4 Reduced Half Time positions, 24-30 hrs. per week)

The City of Richmond DPW's mission is to provide a clean, safe and healthy environment. DPW has teamed up with the PRCF Workforce Development program to provide skills development and an increased knowledge in arboricultural equipment and operations. Three (3) reduced half time members are needed to serve program participants on-site, while one reduced half time member is needed to serve and train participants within the office setting.

Richmond Police Department (RPD) - (1 Quarter Time position, 16-20 hrs. per week)

The mission of the Richmond Police Department is to prevent crime and maintain order by providing constitutional and professional police services that incorporate strategies grounded in community engagement and collaborative partnerships that address causes of crime and disorder, that help solve neighborhood problems, and that improve quality of life in Richmond. RPD will host one quarter time position who will help provide free personal financial management workshops to the public and to workforce development participants.

Groundwork RVA - (1 Reduced Half Time position, 24-30 hrs. per week)

Groundwork RVA programs work with youth to occupy a hands-on role in creating positive changes to enhance green spaces in Richmond communities. One reduced time AmeriCorps member will be trained in community engagement and outreach, organizing and promoting community events, and increasing visibility for program participation within the Workforce Development program.

Please print all information and complete all sections of this application and also provide a signature where requested.

PERSONAL INFORMATION

LEGAL Name _____
Last First Initial

Address _____
Street City State Zip

Telephone () _____ - _____ Mobile () _____ - _____

Email address: _____

Citizenship Status (Please check only one)

U.S. Citizen by birth U.S. Citizen by naturalization Alien permanent resident

Are you legally authorized to work in the United States? Yes No

EDUCATIONAL BACKGROUND

(Begin with most recent)

Name and Address of School	Number of Years Attended	Degree, Diploma, or Certificate Attained	Major Field	Graduated? Yes/No
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EMPLOYMENT HISTORY

(Include all prior employment (even if you plan to attach your resume) and begin with most recent.)

Employer: _____ Phone () _____ - _____

Address _____

Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____

Reason for leaving: _____

Date Hired: _____ Starting Rate of Pay: _____

Date Terminated: _____ Last Rate of Pay: _____

Employer: _____ Phone () _____ - _____

Address _____

Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____

Reason for leaving: _____

Date Hired: _____ Starting Rate of Pay: _____

Date Terminated: _____ Last Rate of Pay: _____

Employer: _____ Phone () _____ - _____

Address _____

Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____

Reason for leaving: _____

Date Hired: _____ Starting Rate of Pay: _____

Date Terminated: _____ Last Rate of Pay: _____

REFERENCES

Name: _____

Company: _____

Address: _____

Telephone Number: _____

Number of Years Acquainted: _____

Name: _____

Company: _____

Address: _____

Telephone Number: _____

Number of Years Acquainted: _____

Name: _____

Company: _____

Address: _____

Telephone Number: _____

Number of Years Acquainted: _____

****Personal Statement**(Must be included in application)****

On a separate page, type or print legibly a 400-word statement explaining (i) what you will contribute to this AmeriCorps program, (ii) how the experience will advance your personal and professional goals and (iii) what the term commitment means to you. Please spend time preparing your statement. Be thoughtful and honest in preparing your answer. Attach your personal statement to your application. **Applications without a Personal Statement will not be considered.**

Please note: Prior to admission to the program, all candidates will be required to submit to substance use screening, child protective services registry check, national sex offender registry check and FBI and Criminal checks. Candidates selected for an interview may be requested to provide state issued identification to properly conduct the National Sex Offender Registry Check.

Applicant's Certification

I certify and affirm that the information provided by me during interviews, on this application and all other related documents to be true in all respects, and I further understand that any false or misleading statements or omissions, whenever discovered, will be grounds for immediate termination from further consideration or termination from service in the program.

I understand and agree that nothing in this Application or anything conveyed during any interviews is intended to create a contract for acceptance. If accepted, I agree to conform to the guidelines and policies of this City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program.

I understand that I or the City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program may terminate my service at any time, with or without cause, and that any assurances of continued service, whether written, oral or by conduct, shall not be interpreted as changing the "at will" nature of my service.

I understand that if I am accepted in the program, I will be required to satisfy the requirements of the Immigration and Control Act by showing eligibility for legal employment in the U.S. before my first day of orientation.

I understand that the City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program may conduct a routine background investigation in connection with my application including but not limited to a criminal background check.

I understand that I will be subject to random drug screenings throughout my service.

I authorize the City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program to verify all references and information provided by me in this application. I release the City of Richmond and the RHOPE program and any person or company responding to any reference or request for information from any claim or liability regarding any information or opinion supplied.

Applicant's Signature

Date

I, _____, give City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program permission to obtain a Criminal History Record/Sex Offender & Crimes Against Minors Registry Search, VA State Police, State of Residency, if applicable, a FBI fingerprint background check and a drug and alcohol screening as a condition of my acceptance and service. I understand that this information will be maintained in my file and will remain confidential.

Legal Last Name _____

Date of Birth _____

Legal First Name _____

Legal Middle Name _____

Signature: _____

Date: _____