



RHOPE: Economic Opportunities/Environmental Stewardship

Job Readiness, Financial Literacy and Increasing Employment Opportunities

Improving Parks/Public Spaces & Trails/Rivers

Economic 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.

Environmental Stewardship Program Focus: To address at-risk ecological systems within the City of Richmond by providing direct service in treating and improving parks, public green spaces, trails and rivers through invasive species removal, debris removal, and plant establishment.

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 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 September 1, 2021 and conclude no later than August 31, 2022. Below are the service hour requirements and associated living allowances for a Three Quarter Time and Half 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 by **10/31/2021** 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 in the site(s) of preference. Site preferences are not guaranteed and Program positions and application information are subject to change.

Positions

- **Three Quarter Time** (1200 hrs./\$11,000 living allowance, taxable, per service year)

*Under the American Rescue Plan, the living allowance for AmeriCorps State and National members will increase.

Sites

Parks, Recreation and Community Facilities (5 Three Quarter Time positions)

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 (2 Three Quarter Time): One three quarter 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 three quarter time member will be trained to provide valuable park-based job skills through onsite horticulture. Both of these positions involve improving parks and green spaces within the City of Richmond. **(1 filled, 1 open)**

James River Park System (1 Three Quarter Time): One three quarter time member will be trained to accurately identify and remove invasive plant species, as well as to lead efforts in invasive plant removal and native plant restoration. In addition, this member will assist the City's Trail Crew with trail maintenance, construction, and volunteer project planning. **(Open)**

Community Gardens (2 Three Quarter Time): Two three quarter time members will be trained through PRCF's community garden program: Richmond Grows Gardens. **(1 filled, 1 open)**

Office of Community Wealth Building (3 Three Quarter Time positions)

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 three quarter 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. **(1 Filled, 2 open)**

Department of Public Works (DPW) (1 Three Quarter Time position)

The City of Richmond DPW's mission is to provide a clean, safe and healthy environment. Members serving with DPW will assist arborists and tree crews with tree care maintenance, tree inventory data collection, and other special projects. One (1) three quarter time member is needed to serve on-site. **(Filled)**

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: _____
Dates of Employment: _____ Starting Rate of Pay: _____ Last Rate of Pay: _____

Employer: _____ Phone () _____ - _____
Address _____
Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____
Reason for leaving: _____
Dates of Employment: _____ Starting Rate of Pay: _____ Last Rate of Pay: _____

Employer: _____ Phone () _____ - _____
Address _____
Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____
Reason for leaving: _____
Dates of Employment: _____ Starting Rate of Pay: _____ 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, national sex offender registry check and FBI and Criminal checks. Candidates selected for an interview will 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 will 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 _____

Legal First Name _____

Legal Middle Name _____

Signature: _____

Date: _____