



# City of Richmond – RHOPE AmeriCorps Program

## 2022 Summer Service Opportunities

*“Job Readiness, Financial Literacy and Increasing Employment Opportunities”*

**Focus: Economic Opportunities [EO]:** 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.

*“Improving Parks/Public Spaces & Trails/Rivers”*

**Focus: Environmental Stewardship [ES]:** 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.

*“Providing Substance Abuse Recovery Coaching and Outreach Prevention Services”*

**Focus: Healthy Futures (Substance Abuse Prevention & Recovery) [HF]:** To address Opioid and Prescription Drug Abuse by deploying trained AmeriCorps members to provide peer recovery services and assist with community educational outreach events for increased participants’ knowledge regarding risk factors.

Thank you for your interest in the Richmond’s RHOPE AmeriCorps Program, 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 May 9, 2022 and conclude no later than August 31, 2022. Below are the service hour requirements and associated living allowances for a Quarter Time (QT) 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:*

- [Redacted]
- [Redacted]
- [Redacted]

Paul Manning, AmeriCorps Program Director  
Parks, Recreation and Community Facilities  
AmeriCorps Program  
1209 Admiral Street | Richmond, VA 23220  
Email: [Paul.Manning@rva.gov](mailto:Paul.Manning@rva.gov) 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**

- **Quarter Time** (450 hrs./\$4,794 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 (3 Quarter Time positions)**

PRCF AmeriCorps members will serve on a cohesive Workforce Development (WD) team providing education and skills-based learning through one-on-one instruction, workshops, classes, and community outreach events.

**[EO-ES] Annie Giles Community Center** (Two [2] Quarter Time Positions): The two national service members will be trained to (1) serve at the Annie Giles Community Center to provide employment resources to participants, including identifying target jobs, assisting with applications, resume development, and interview skills and (2) 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. **(2 positions - open)**

**[EO-ES] Community Gardens** (One [1] Quarter Time Position): One Quarter Time member will be trained through PRCF's community garden program (Richmond Grows Gardens) to treat and improve community gardens and teach program beneficiaries vital skills for positively impacting acres and public parks. **(1 positions - open)**

**[EO] Office of Community Wealth Building** (Two [2] 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. Two Quarter Time AmeriCorps members 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. **(2 positions - open)**

**[ES] Department of Public Works (DPW) - (One [1], 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. **(1 position - open)**

**[HF] The McShin Foundation (One [1], Quarter Time Position)**

McShin will continue to improve and expand its recovery residential program. McShin will do this through the use of Peer Recovery Support interventions and through the placement of AmeriCorps members who will be trained as McShin Recovery Coaches. They will increase the variety of social support groups and one-on-one life skills trainings for adult participants in its recovery residence program. **Applicants must be in recovery from a Substance Use Disorder. (1 position - open)**

**[HF] Virginia Commonwealth University – Rams In Recovery (One [1] Quarter Time Position)**

Virginia Commonwealth University (VCU) founded Rams in Recovery (RIR); a Collegiate Recovery Program that believes students should not have to choose between recovering from addiction and a college education. RIR creates an on-campus community that supports and celebrates recovery in college while fostering students' academic success. Rams in Recovery (RIR) will use Peer Recovery Coaching Support interventions through the placement of AmeriCorps members to be trained as Peer Recovery Coaches. This would allow Rams in Recovery to expand services and hours to support more students. **(Weekend hours required.) (1 position - open)**

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: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

**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	Years Attended	Degree	Major Field	Graduated? Yes/No

**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:** \_\_\_\_\_