

# Minnesota GreenCorps member application guide

## Table of contents

<b>I. Program overview .....</b>	<b>2</b>
AmeriCorps overview.....	2
Minnesota GreenCorps program overview .....	2
Minnesota GreenCorps position overview .....	2
Program topic areas.....	2
<b>II. Member eligibility requirements and qualifications.....</b>	<b>3</b>
Minimum qualifications .....	3
Preferred qualifications .....	3
<b>III. Member compensation and benefits .....</b>	<b>4</b>
Living allowance .....	4
Childcare .....	4
Education award .....	4
Forbearance and interest payment .....	4
Healthcare.....	4
Mental health counseling .....	4
Training .....	4
<b>IV. Member position descriptions.....</b>	<b>5</b>
Energy conservation and green transportation position.....	5
Community readiness and outreach position.....	6
Stormwater and forestry position .....	7
Waste reduction and recycling position .....	8
<b>V. Member code of conduct .....</b>	<b>9</b>
Policies and procedures .....	9
Attendance.....	9
Reporting .....	9
Training .....	9
Communication.....	9
Professionalism .....	10
Prohibited service activities .....	10
Fundraising restrictions .....	11
Nonduplication/nondisplacement.....	11
<b>VI. Application and selection process .....</b>	<b>12</b>
How to apply.....	12
Interview and selection process .....	12
Application questions .....	12
<b>VII. Frequently asked questions (FAQ) .....</b>	<b>13</b>

# I. Program overview

## AmeriCorps overview

AmeriCorps is a national service program that connects individuals with organizations to strengthen communities across America. AmeriCorps members provide intensive service to meet our country's critical needs in education, economic opportunity, environmental stewardship, healthy futures, disaster services, and veterans and military families. AmeriCorps programs nationwide provide service opportunities for Americans who want to give back to their communities. Visit [americorps.gov/](https://americorps.gov/) to learn more about AmeriCorps.

## Minnesota GreenCorps program overview

Minnesota GreenCorps is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA) designed to preserve and protect Minnesota's environment while training a new generation of environmental professionals. The program places AmeriCorps members with host organizations around the state to help communities increase resilience by:

- Reducing air pollutants and improving air quality.
- Reducing water runoff and improving water and land quality.
- Preventing waste and increasing recycling.
- Taking eco-friendly actions.
- Training new environmental professionals.

Funding for Minnesota GreenCorps is provided through a combination of resources from AmeriCorps, ServeMinnesota, and the MPCA, along with local in-kind support.

## Minnesota GreenCorps position overview

Minnesota GreenCorps members serve full-time (40 hours per week) at host site organizations including local government entities, tribal nations, institutions of higher education, school districts, and nonprofit organizations over the 11-month service term to earn the minimum required 1,700 hours. As a professional development program, Minnesota GreenCorps coordinates quarterly trainings, pairs each member with a professional mentor, and provides opportunities for member participation at conferences and workshops.

## Program topic areas

The Minnesota GreenCorps program has identified four overarching areas to meet program goals. Associated position descriptions are in Section IV.

1. Community readiness and outreach.
2. Energy conservation and green transportation.
3. Stormwater and forestry.
4. Waste reduction and recycling.

## II. Member eligibility requirements and qualifications

### Minimum qualifications

- Must be a minimum of 18 years or older.
- Must be a U.S. Citizen, U.S. National, or a lawful permanent resident of the U.S.
- Must be eligible to serve in AmeriCorps and commit to completing the 11-month (1,700-hour) term.
- Must have two years post-secondary education (a two-year associate degree or completion of sophomore year in a four-year degree program) or six months of equivalent professional experience.
- Must have a demonstrated interest in the environment and/or service and community work.

### Preferred qualifications

- Ability to build and maintain relationships.
- Ability to work well independently and on diverse teams.
- Ability to take initiative and effectively manage projects.
- Ability to research and organize information.
- Effective communication, presentation, and writing skills.
- Functional computer skills: word processing, spreadsheet, database management.

### Physical requirements

- Most positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Most positions require light to moderate lifting, bending, stooping, kneeling, and carrying.
- Some (limited) positions require the use of hand and/or power tools (e.g., chainsaws). Personal protective equipment and safety training will be provided.
- Some (limited) positions require the ability to work outdoors in adverse weather conditions, such as wind, rain, and high or low temperatures on uneven terrain for up to 8 hours at a time.

### Additional requirements

- Positions that perform driving require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Per AmeriCorps regulations, all positions require the successful completion of a criminal history check, including an FBI fingerprint check.

### Serving a second year

To be eligible to serve a second term of service with Minnesota GreenCorps, the member must re-apply and have met standards including, but not limited to: completing all program requirements, submitting paperwork on time, and receiving satisfactory performance reviews. Eligibility for an additional term does not guarantee selection.

### **III. Member compensation and benefits**

Minnesota GreenCorps members receive the following compensation and benefits during their service.

#### **Living allowance**

Minnesota GreenCorps members are provided with a living allowance of \$27,600 total for the 11-month service term, disbursed bi-weekly in payments of \$1,150 (pre-tax). The living allowance is taxable income; take-home pay will be less than that amount. The living allowance is allocated to cover living expenses while serving in AmeriCorps; members will receive the full amount each period regardless of the number of hours served, as long as the member is still in active service status.

#### **Childcare**

The [AmeriCorps Child-care Benefit Program](#) is available for active, full-time AmeriCorps members who need the benefit to serve. This benefit, administered by GAP Solutions Inc., is available to qualifying members for childcare services at eligible providers. The program will provide further information upon request.

#### **Education award**

Upon completion of the term of service, members receive an AmeriCorps Education Award of up to \$7,395. Members can use the education award to pay educational expenses at qualified institutions of higher education or to repay qualified student loans. A member has seven years after completion of service to use the award. AmeriCorps members who are over the age of 55 may transfer their education award to a child, grandchild, or foster child.

#### **Forbearance and interest payment**

Upon enrollment, members are eligible for forbearance of qualified federal student loans. If a member places a student loan in forbearance and successfully completes the term of service, the National Service Trust will repay the interest that accrued on the loan during the term of service.

#### **Healthcare**

AmeriCorps members serving in a full-time capacity are eligible to receive health insurance coverage. There will be no monthly premium charge to members; however, co-pays, deductibles, and any other payments as outlined in the health insurance policy will be the responsibility of the member. This health insurance does not include dental or vision and cannot cover family members.

#### **Mental health counseling**

The AmeriCorps Member Assistance Program (MAP) provides free, confidential, 24/7 unlimited telephonic counseling services for concerns including mental health counseling, life coaching, legal assistance, financial assistance, personal assistance, work/life resources, and medical advocacy. This service is available to Minnesota GreenCorps members and members of their household.

#### **Training**

Minnesota GreenCorps members receive program orientation and training from the MPCA and partnering organizations. In addition, members can engage in professional development opportunities, including attending conferences, workshops, and networking events. Host sites provide a \$600 training budget for each member to attend approved training events and earn certifications. In addition, members receive a LinkedIn Learning license and are paired with a mentor who provides ongoing guidance.

## IV. Member position descriptions

Position descriptions for the energy conservation and green transportation, community readiness and outreach, stormwater and forestry, and waste reduction and recycling topic areas are found on the following pages. Specific activities will vary depending on the host site and the project area. Position descriptions are subject to change based on information from our funders.

### Energy conservation and green transportation position

Strengthen host site capacity and community resilience through energy conservation and green transportation. Decrease building and vehicle energy use through benchmarking, assessment, engagement, and implementation of conservation and efficiency measures. Conduct behavior change campaigns and provide education on energy savings programs and environmentally conscious transportation practices.

#### Essential functions

- Encourage reduction of vehicle miles traveled through safe routes to school, biking and walking initiatives, improved vehicle and fleet efficiency, complete streets planning and implementation, education about multi-modal transportation, and facilitation of safety and infrastructure improvements.
- Promote and encourage the use of hybrid and electric vehicles through education and outreach and assist with developing infrastructure for electric vehicles, including charging stations.
- Provide electric vehicle information, including operation and maintenance cost savings, to fleet managers to encourage electric vehicle use in public fleets.
- Educate community members on residential energy-saving opportunities and energy assistance programs. Encourage individuals to adopt environmentally conscious behaviors at work and home.
- Assist with the collection, benchmarking, and reporting of data on energy use for public buildings using existing databases and tools such as B3 Benchmarking and Energy Star.
- Identify and facilitate state/local government opportunities to finance energy audits, retrofit projects, and retro commissioning through the Guaranteed Energy Savings Program (GESP), Local Energy Efficiency Program (LEEP), Energy Savings Partnership, or other opportunities.
- Retrofit public structures to improve energy efficiency by implementing energy conservation measures such as HVAC/lighting systems scheduling, upgrading to more efficient lighting, installing smart power strips/sensors, exploring plug load management strategies, etc.
- Promote community educational campaigns that target practices and behaviors that alleviate air pollution (e.g., air alert education, carpooling, public transit, biking, car sharing), and those that contribute to air pollution (e.g., gas-powered lawn equipment, backyard fires, vehicle idling, single occupancy vehicles, and recreational fires and/or wood heaters).
- Measure and track air quality data.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and behavior changed.
- Help institutionalize ongoing savings in energy and emissions through tracking and follow-up, revised building and vehicle operations and maintenance practices, program marketing, and continued employee engagement.
- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, stormwater and forestry, and waste reduction and recycling position descriptions (not to exceed 20% of the service plan).

## Community readiness and outreach position

Strengthen host site capacity and community resilience by advancing sustainable practices and increasing knowledge through campaigns, presentations, events, trainings, workshops, social media, and other related activities. Provide outreach, education, and assistance to raise understanding and increase best practices on energy conservation and green transportation, stormwater and forestry, and waste reduction and recycling. Work with local governments, tribal nations, school districts, nonprofit and community organizations to adopt and implement sustainability best practices.

Outreach and assistance will focus on one or more of the topics listed below:

### Community sustainability:

- Provide support to sustainability-related education activities. This could include the development and implementation of environmental events, fairs, or workshops to educate individuals.
- Support outreach activities, including dissemination of messages via website and social media.
- Create, update, and distribute educational materials, helping ensure that educational materials are relevant, informative, and accurate.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.

### Energy conservation and green transportation:

- Promote energy conservation best practices that reduce energy usage at home, work, or school.
- Encourage reduction of vehicle miles traveled and improved air quality through complete streets planning, education and practices, safe routes to school initiatives, and education on multi-modal transportation, mobility options, and active living.
- Promote opportunities for adopting and expanding electric vehicle usage and charging infrastructure within communities.
- Promote emission reductions to community members through educational campaigns targeting practices and behaviors that alleviate air pollution (e.g., air alert education, car-sharing, public transit, biking), and those that contribute to air pollution (e.g., gas-powered lawn equipment, backyard fires, vehicle idling, single-occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).

### Stormwater and forestry:

- Conduct outreach to increase awareness of stormwater and community forestry best practices that prevent or reduce water pollution and improve public lands.
- Conduct and engage community members in stormwater and forestry initiatives such as rain garden installation, tree planting, and invasive species removal volunteer events.
- Provide outreach to communities on the harmful effects of chloride, promote best management practices that reduce chloride application and discharge, and help host organizations in offering Smart Salting trainings in their communities.

### Waste reduction and recycling:

- Promote resources to strengthen waste prevention, recycling, and composting/organics management.
- Provide community outreach and education on local food production and food waste prevention.
- Broadcast opportunities for material reuse, supporting clothing or book swaps, fix-it clinics, etc.
- Support recycling efforts by providing on-site assessments, gathering baseline data, conducting waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.

## Stormwater and forestry position

Strengthen host site capacity and community resilience by implementing stormwater and forestry best practices to improve water quality and public lands through activities such as rain garden maintenance, erosion control, invasive species removal, and tree plantings. Assist in collecting, managing, and analyzing data by inventorying and/or assessing stormwater best management practices (BMPs), chloride sources and concentrations, and trees and forest health. Provide outreach opportunities to increase awareness and engage community members.

*Note: member activities cannot help organizations achieve or maintain compliance for stormwater permitting.*

### Essential functions

- Inventory or assess existing stormwater BMPs and manage associated data.
- Implement or maintain green infrastructure practices, such as rain gardens, permeable pavement, green roofs, bioswales, etc.
- Provide community outreach, education, and guidance about the benefits of green stormwater infrastructure practices and pollution prevention to improve water quality.
- Develop or update stormwater or forest management plans, Emerald Ash Borer/pest management plans, invasive species management plans, tree care plans, etc.
- Conduct tree inventory and manage associated data.
- Facilitate the distribution of tree canopy by conducting research, planning, and coordinating community tree plantings.
- Improve public land through activities such as clearing natural debris, planting resilient plants and trees, and removing invasive species.
- Identify local chloride sources and management strategies and provide outreach, education, and guidance on proper salt application. Incorporate best management practices for road and sidewalk salt reduction e.g., improved snow removal, product storage, and application.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Use resources/calculators (e.g., Minnesota Stormwater Manual, minimal impact design standards (MIDS) calculator, i-Tree) to quantify the benefits of best practices.
- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, energy conservation and green transportation, and waste reduction and recycling position descriptions (not to exceed 20% of the service plan).

## Waste reduction and recycling position

Strengthen host site capacity and community resilience through reuse, recycling, prevention of wasted food, and composting/organics recycling. Support efforts to incorporate the framework of sustainable materials management into programs. Increase knowledge about ways to prevent food from being wasted and track the amount of food that is redirected to donation for human consumption. Educate community members, students, teachers, school administrators, and facility operations staff or members of the public on waste prevention and recycling best practices.

### Essential functions

- Support initiatives to reduce or prevent waste generation, launch, or improve organization-wide recycling, and/or launch or improve organization-wide organics recycling programs.
- Increase the capture and distribution of reusable materials, e.g., implement campus-wide move in/move out donation, clothing or book swaps, fix-it clinics, reusable dishware for meetings, etc.
- Work with local units of government and/or partners to establish programs to educate people on preventing food from being wasted. Support programs that prevent food from going to waste and/or redirect food for human consumption.
- Implement and/or expand community outreach and education efforts related to the production and consumption of locally produced food. Include education on proper storage of produce, expiration dates and ways to minimize food from being wasted.
- Implement or assist with initiatives to reduce the amount of contamination within recycling and/or organics recycling programs.
- Research, conduct, and analyze waste characteristics within the community to identify high priority opportunities and develop recommendations for improving waste reduction, recycling, or organics recycling at schools, organizations, etc.
- Support recycling efforts in multi-family complexes by providing on-site assessments, gathering baseline data, and conducting initial waste sorts, supporting recycling system setup, delivering resident education, and conducting post implementation data collection to track project effectiveness.
- Assist with efforts to provide education on the use of toxic chemicals in products, encouraging reduction and ensuring that purchased products are properly managed.
- Establish, support, or improve volunteer programs that support waste prevention, recycling, and composting, e.g., Recycling/Composting Ambassador or Green Warrior program.
- Document best practices through case studies and/or “how to” guides.
- Conduct surveys to collect pre/post information from participants in trainings, events, workshops, etc., on knowledge gained and/or behavior change to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, energy conservation and green transportation, and stormwater and forestry position descriptions (not to exceed 20% of the service plan).

## V. Member code of conduct

### Policies and procedures

Members are expected to satisfactorily perform the functions of the position as described in the position description. Members are expected to adhere to the policies and procedures outlined by Minnesota GreenCorps and to the policies, procedures, and code of conduct of their host site, including but not limited to, confidentiality policies, internet policies, dress code, and other behavior. Members may not displace an employee, volunteer, or position at their service site.

### Attendance

Members are expected to:

- Arrive and depart from the host site on time following the set schedule. Members are responsible for their transportation to and from the host site each day; commute time does not count as service.
- If teleserving, start the service day on time following the set schedule. Host sites are encouraged to allow the member to serve remotely one day, but no more than 50% of the scheduled service days each month.
- Notify the site supervisor if they will be late or are sick, obtain prior approval for scheduled absences, and notify Minnesota GreenCorps program staff for absences longer than one week. Approved time away is not counted as service hours.
- Arrive on time and fully participate in required Minnesota GreenCorps training (orientation, webinars, quarterly trainings, etc.).
- Arrive on time and fully participate in required host site trainings and meetings.
- Abide by policy regarding breaks and lunch.
- Serve approximately 40 hours per week as reported on the approved timesheet.

### Reporting

Members are expected to:

- Report service hours on timesheets daily. Submit timesheets for supervisor approval at the end of each pay period (every two weeks).
- Submit monthly progress reports with accomplishment data and narrative updates. Program staff will work with the member and host site to provide tools for tracking and reporting data.
- Provide additional information to program staff as requested, including the completion of surveys.

### Training

Members are expected to arrive on time to Minnesota GreenCorps trainings, including a required orientation at the start of the program year and required quarterly trainings throughout the program year. Members are asked to be respectful of trainers and to be engaged and responsive participants.

### Communication

Members are expected to check their email daily and respond in a timely manner. Members must communicate with Minnesota GreenCorps program staff regarding extended absences, contact updates, or site issues or concerns. The Minnesota GreenCorps program coordinator will raise serious concerns and policy violations to MPCA Human Resources.

## Professionalism

Members are representatives of their host site organization, community, Minnesota GreenCorps, the MPCA, and AmeriCorps during their term of service and are expected to conduct themselves in a professional manner. This includes wearing appropriate attire, communicating professionally, responding to constructive feedback, limiting cell phone use to breaks, etc. Members' activity on the internet must also remain professional during their term of service.

## Prohibited service activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities, members may not engage in prohibited service activities, CFR § 2520.65.

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing contracts for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: (1) a business organized for profit, (2) a labor union, (3) a partisan political organization, (4) a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and (5) an organization engaged in the religious activities, unless AmeriCorps assistance is not used to support those activities.
- I. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- J. Providing abortion services or referrals for receipt of such services.
- K. Census activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- L. Election and polling activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.
- M. Any activity prohibited by applicable Executive Order/Memorandum.
- N. Such other activities as AmeriCorps may prohibit.

## Fundraising restrictions

- A. AmeriCorps members may raise resources directly in support of program service activities.
- B. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to:
  - 1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
  - 2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
  - 3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
  - 4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
  - 5. Seeking donations from alumni of the program for specific service projects being performed by current members.
- C. AmeriCorps members may not:
  - 1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
  - 2. Write a grant application to AmeriCorps or to any other Federal agency.
- D. An AmeriCorps member may spend no more than 10% of their originally agreed-upon term of service performing fundraising activities, per CFR § 2520.40.

## Nonduplication/nondisplacement

- A. Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides, per CFR § 2540.100.
- B. Nondisplacement:
  - 1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving AmeriCorps assistance.
  - 2. An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
  - 3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
  - 4. A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
  - 5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
    - i. Will supplant the hiring of employed workers.
    - ii. Are services, duties, or activities with respect to which an individual has recall right pursuant to a collective bargaining agreement or applicable personnel procedures.

6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
  - i. Presently employed worker.
  - ii. Employee who recently resigned or was discharged.
  - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
  - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
  - v. Employee who is on strike or who is being locked out.

## VI. Application and selection process

### How to apply

Visit [pca.state.mn.us/mngreencorps](https://pca.state.mn.us/mngreencorps) to learn more about the program and view the posting outlining the available positions and locations. To apply, click on the link to the online application in the posting or access the posting directly at [mn.gov/mmb/careers/search-for-jobs/](https://mn.gov/mmb/careers/search-for-jobs/), click “search for jobs now,” then search by keyword “GreenCorps.” Applicants must register in the Minnesota Careers System, complete required application questions, and upload a resume.

The State of Minnesota will make reasonable accommodations for all qualified applicants with disabilities. If you have a disability and need assistance in applying for this position, call the job information line at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let them know the support you need.

### Interview and selection process

- Candidates will receive an automated email verifying application submission.
- Qualified candidates will be contacted for an interview. Interviews will be conducted virtually.
- During the interview, candidates will have an opportunity to express interest in specific positions.
- Selected candidates will be matched with a host site organization.
- Service is expected to begin in the fall. All selected members must attend orientation.

This program is available to all, without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.

Programs and activities must be accessible to persons with disabilities, and the program must provide reasonable accommodation for the known mental or physical disabilities of otherwise qualified volunteers, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

### Application questions

If you have questions about the Minnesota GreenCorps program or the position, contact [mngreencorps.pca@state.mn.us](mailto:mngreencorps.pca@state.mn.us).

If you have questions about the application process or the status of your application, contact [mgcapplication.pca@state.mn.us](mailto:mgcapplication.pca@state.mn.us).

## VII. Frequently asked questions (FAQ)

### **Do I have to be a college graduate to serve as a Minnesota GreenCorps member?**

No, members must have *either* two years post-secondary education or equivalent experience to be eligible.

### **Can I attend school or have another job while serving as a Minnesota GreenCorps member?**

Yes, provided that school or work is only during off hours and does not conflict with Minnesota GreenCorps service activities. Minnesota GreenCorps members typically serve 8:00am-4:30pm, with the occasional evening or weekend event. The Minnesota GreenCorps position must be a priority, and the member must be dedicated to serving an average of 40 hours a week for the 11-month service term.

### **What training do Minnesota GreenCorps members receive?**

Minnesota GreenCorps members receive training in procedures, professional development, and project topic areas throughout the program year. MPCA staff, and those from other partnering organizations, serve as mentors, providing additional project guidance. In addition, members receive a training budget to attend external trainings, conferences, or networking events and earn certifications. Training and ongoing supervision for day-to-day service is provided by host sites.

### **Do I get sick or vacation days?**

No, Minnesota GreenCorps members do not get a set amount of sick, holiday, and/or vacation time. However, members can take days off from service as long as they earn the minimum required 1700 hours by the end of the 11-month service term. Members should follow the holiday calendar set by their host site organization.

### **Do I need to provide my own transportation to serve in Minnesota GreenCorps?**

It is the member's responsibility to get to and from their host site each day. In addition, some positions require driving for service-related travel to meetings, outreach events, etc. While some host sites have a fleet vehicle available, others require the member to use a personal vehicle for service-related travel (members will be reimbursed for mileage). Learn more about driver's license and/or personal vehicle requirements for each host site by viewing the Project Summaries document.

### **Do I choose which host site I want to serve with? Do host sites participate in the selection process?**

In the application, applicants can select what topic area(s) and region(s) of the state they want to serve in and can share specific organizations they want to serve with during the interview. The MPCA places qualified candidates with the host site that best aligns with their geographic preference, position interest, and skills.

### **Are Minnesota GreenCorps members considered employees of their host site organizations?**

No, Minnesota GreenCorps members are AmeriCorps members, not employees of their host site or the MPCA. Members will be provided with an email address, phone, office space, computer, etc. by their host site.

### **If I previously served as a Minnesota GreenCorps member, can I apply again?**

Yes, if you have met minimum standards from your first year of service, you are eligible to reapply and will be considered for a second term of service.

### **I have served in another AmeriCorps program in the past. Am I eligible to apply?**

There are limitations on the number of terms an individual can serve in each AmeriCorps program and on the maximum value of education awards one individual can receive. Visit [americorps.gov/](http://americorps.gov/) to learn more.

### **How committed do I have to be to complete my term of service in Minnesota GreenCorps?**

Serving in any AmeriCorps program is a serious commitment; it is expected that candidates selected will complete the term. If you feel that you may not be able to fulfill this commitment, please do not apply.