

Minnesota GreenCorps member application guide

Table of contents

I. Program overview	2
AmeriCorps overview.....	2
Minnesota GreenCorps program overview	2
Minnesota GreenCorps position overview	2
Program topic areas.....	2
II. Member eligibility requirements and qualifications.....	3
Eligibility requirements	3
Qualifications	3
III. Member compensation and benefits.....	4
Living allowance	4
Childcare	4
Education award	4
Forbearance and interest payment	4
Healthcare.....	4
Mental health counseling	4
Training	4
IV. Member position descriptions	5
Air pollutant reduction member position.....	5
Community readiness and outreach member position	6
Green infrastructure improvements member position.....	7
Waste reduction, recycling, and organics management member position.....	8
V. Member code of conduct	9
Policies and procedures	9
Attendance.....	9
Reporting	9
Training	9
Communication.....	10
Professionalism.....	10
Prohibited service activities.....	10
Fundraising restrictions	11
Nonduplication/nondisplacement.....	11
VI. Application and selection process	12
How to apply.....	12
Interview and selection process	12
Application questions	12
VII. Frequently asked questions (FAQ)	13

I. Program overview

AmeriCorps overview

AmeriCorps is a national service program that connects more than 200,000 individuals each year with organizations to strengthen communities across America. AmeriCorps members provide intensive service to meet our country's critical needs in education, public safety, health, housing, and the environment. AmeriCorps programs nationwide provide service opportunities for Americans who want to give back to their communities. Visit www.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 to climate change by:

- Assisting community members in taking eco-friendly actions.
- Reducing greenhouse gases and other air pollutants.
- Reducing water runoff and improving water quality.
- Reducing solid waste and increasing recycling.
- Reducing disproportionate negative impacts from pollution.
- 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

This program year, Minnesota GreenCorps anticipates placing and supporting up to 48 full-time AmeriCorps members. Members serve at host site organizations including local government entities, school districts, nonprofit organizations, or institutions of higher education. Minnesota GreenCorps members serve for 11 months, from mid-September through mid-August. Full-time members must serve 1,700 hours during their term, which equates to around 40 hours a week. 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. Air pollutant reduction.
2. Community readiness and outreach.
3. Green infrastructure improvements.
4. Waste reduction, recycling, and organics management.

II. Member eligibility requirements and qualifications

Eligibility requirements

- 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 an AmeriCorps service term.
- Must consent to, and pass, a criminal history check including an FBI Fingerprint check.

Qualifications

Education

A two-year associate degree or completion of sophomore year in a four-year college program is required.

Work skills

- 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.

Interest/commitment

- Demonstrated interest in the environment and service and community work.
- Commitment to complete the 11-month (1,700-hour) AmeriCorps service term.

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.

Travel

- Most positions require driving, a valid driver's license, and the ability to pass a driving record check administered by the MPCA.
- Some positions require access to a personal vehicle for transportation.

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 taxable living allowance of up to \$25,500 total for the 11-month service term. The living allowance is disbursed bi-weekly in payments of \$1,062.50 (pre-tax) following the submission of timesheets. The living allowance is taxable income; take-home pay will be less than that amount.

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 \$6,895. 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. Members can devote up to 10% of their time to professional opportunities, including attending conferences and workshops. Host sites provide a \$300 training budget for each member to attend approved training events.

IV. Member position descriptions

Position descriptions for the air pollutant reduction, community readiness and outreach, green infrastructure improvements, and waste reduction, recycling, and organics management 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.

Air pollutant reduction member position

Strengthen host site capacity and community resilience to the impacts of climate change through energy conservation and green transportation. Decrease the overall energy use of buildings and vehicles through benchmarking, assessment, engagement, and implementation of conservation and efficiency measures. Conduct employee behavior change campaigns and provide community education on energy savings programs and environmentally conscious practices. Encourage the transition to clean energy sources for building operations and vehicles.

Essential functions

- Assist with the collection, benchmarking, and reporting of data on energy use for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks and Beyond (B3), WegoWise, ICLEI, and/or Energy Star.
- 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.
- 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, state master contracts, or other opportunities.
- Encourage employees and community members to adopt environmentally conscious behaviors at work and home.
- Educate community members on residential energy-saving opportunities and energy assistance programs.
- 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 and workplace charging.
- Provide electric vehicle information to fleet managers to encourage use in public fleets, including operation and maintenance cost savings.
- Promote community educational campaigns that target practices and behaviors that alleviate air pollution (i.e., air alert education, carpooling, public transit, biking, car sharing), and those that contribute to air pollution (i.e., gas-powered lawn equipment, backyard fires, vehicle idling, single occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).
- Identify, engage, and assist partners in developing outreach on wood smoke reduction from recreational fires and/or wood heaters.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior with energy conservation and transportation practices.
- Help institutionalize ongoing savings in energy and water usage and reductions in vehicle miles traveled and vehicle 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.
- Deploy air quality sensors for gathering air quality data at the request of community partners.

Marginal functions

- Assist with additional sustainability-related projects as outlined in the community readiness and outreach, green infrastructure improvements, and waste reduction, recycling, and organics management position descriptions within the host site community.

Community readiness and outreach member position

Strengthen host site capacity and community resilience to impacts of climate change by advancing sustainable practices, improving infrastructure, and increasing knowledge of residents and community-based organizations. Provide outreach, education, and assistance to raise understanding and increase best practices on air pollutant reduction, green infrastructure improvements, chloride reduction, and waste reduction, recycling, and organics management. Work with local government(s), school districts, nonprofit and community-based organizations, and their partners to adopt and implement sustainability best practices.

Essential functions

Provide community-based outreach, education, and assistance to individuals and community organizations through campaigns, presentations, events, trainings, workshops, social media, and other related activities. Outreach and assistance will focus on one or more of the topics listed below:

Air pollutant reduction:

- Promote energy conservation best practices that reduce energy usage at home, work, and 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 emission reductions to community members through educational campaigns targeting practices and behaviors that alleviate air pollution (i.e., air alert education, carpooling, public transit, biking, car-sharing), and those that contribute to air pollution (i.e., gas-powered lawn equipment, backyard fires, vehicle idling, single-occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).
- Promote opportunities for adopting and expanding electric vehicle usage and charging infrastructure within communities.

Green infrastructure improvements:

- Promote stormwater and community forestry best practices that prevent or reduce water pollution and improve public lands.
- Conduct outreach to increase awareness of stormwater and community forestry best practices and the associated ecosystem services they provide.
- Engage community members in community stormwater and forestry initiatives such as rain garden installation, tree planting, and invasive species removal volunteer events.

Waste reduction, recycling, and organics management:

- Promote resources to strengthen community resilience through waste prevention, recycling, composting/organics management, and food waste prevention.
- Provide community outreach and education on local food production, food waste prevention, increasing the capture and distribution of reusable materials, waste prevention, and recycling.
- 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.

Chloride reduction:

- Provide outreach to communities on the harmful effects of chloride (i.e., road salt and water softener discharge) on the environment, including water quality, plants, soil, wildlife, and infrastructure.

- Promote best management practices that reduce chloride application and discharge from water softening activities.
- Assist host organizations in offering Smart Salting trainings in their communities.

Community sustainability:

- Provide support to sustainability-related education activities. This could include the development and implementation of environmental events, fairs, or workshops to educate residents on an array of environmental and energy products, technologies, services, and actions.
- Support outreach activities, including dissemination of key messages via website and social networking.
- Ensure education strategies and materials are relevant, informative, and accurate. Distribute and, where appropriate, refine existing educational materials, including for school-age audiences.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior to more sustainable environmental practices.
- Mobilize volunteers to assist in the implementation of activities.

Green infrastructure improvements member position

Strengthen host site capacity and community resilience to impacts of climate change by implementing and improving green infrastructure practices related to stormwater management and community forestry. Assist in collecting, managing, and analyzing data by inventorying and assessing stormwater best management practices (BMPs), chloride sources and concentrations, and trees and forest health. Implement stormwater and forestry best practices to improve water quality and public lands through activities such as identifying opportunities for green infrastructure practices and conducting rain garden maintenance, erosion control, invasive species removal, and native plantings. Provide outreach opportunities to increase awareness and engage community members in stormwater and forestry initiatives.

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

Essential functions

- Inventory existing stormwater BMPs and manage associated data.
- Assess existing stormwater BMPs and/or assist with the development or improvement of stormwater BMP assessment(s) and performance plan(s).
- Identify opportunities and implement green stormwater 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.
- Conduct tree inventory and manage associated data.
- Develop or update community forest management plans, EAB/pest management plans, invasive species management plans, tree care ordinances, etc.
- Identify and implement community forestry best practices, such as erosion control, invasive species management, etc.
- Help facilitate the equitable 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 prevention (i.e., improved snow removal), product storage, and application.

- Collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change or changes in behavior.
- Use resources/calculators (e.g., Minnesota Stormwater Manual, minimal impact design standards (MIDS) calculator, i-Tree) to quantify the benefits of green infrastructure practices (greenhouse gas reduction, pollutant load reductions, water quality, etc.).
- Mobilize volunteers to assist in the implementation of activities.

Marginal functions

- Assist with additional sustainability-related projects as outlined in the air pollutant reduction, community readiness and outreach, and waste reduction, recycling, and organics management position descriptions within the host site community.

Waste reduction, recycling, and organics management member position

Strengthen host site capacity and community resilience to impacts of climate change through waste prevention, recycling, prevention of wasted food, and composting/organics management. Increase knowledge about ways to prevent food from being wasted and track the amount of food that is rescued and sent to a food recovery organization or composted. Support efforts to incorporate the framework of sustainable materials management into programs. Educate community members, students, teachers, school administrators, and facility operations staff or members of the public on waste prevention and recycling issues.

Essential functions

- Implement or assist with initiatives to reduce or prevent waste generation, launch or improve organization-wide recycling, and/or launch or improve organization-wide organics management programs.
- Research, conduct, and analyze waste characteristics at a school or from a specific sector within the community to identify high priority opportunities and develop recommendations for improving reduction, recycling or organics management.
- 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.
- Increase the capture and distribution of reusable materials in service community (i.e. implement campus-wide move in/move out reuse system, textile or building material reuse, reusable dishware and utensils, swaps, fix-it clinics, etc.).
- Inform host site and served community of existing state, county or city resources that can improve waste prevention, recycling or organics programs.
- Work with local units of government or existing groups to set up pilots on educating people on preventing food from being wasted.
- 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.
- Capture food that would otherwise have been wasted and bring to food rescue organizations to be distributed.
- Conduct pre/post surveys on students and community members who receive education from Minnesota GreenCorps members to determine their increase in knowledge of ways to reduce waste and commitments to change behavior with waste reduction and organics management related practices.
- Establish a program to expand volunteer networks to support waste prevention, recycling and composting (similar to a Master Recycler & Composter or Green Warrior program).
- Document best practices through case studies and/or “how to” guides.

- Mobilize volunteers to assist in the implementation of activities.

Marginal functions

- Assist with additional sustainability-related projects as outlined in the air pollutant reduction, community readiness and outreach, and green infrastructure improvements position descriptions within the host site community.

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 adhere 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 two days, per 40-hour service week.
- 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.
- 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 into the OnCorps online system for supervisor approval at the end of each pay period (every two weeks).
- Submit 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 training sessions, 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, turn their cell phones to silent, and be engaged and responsive as 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 criticism and feedback, limiting cell phone use to breaks, etc.

Members' activity on the internet must also remain professional during their term of service.

- Members may not post inappropriate pictures or offensive images that reflect negatively on the MPCA, Minnesota GreenCorps program, or host site on the internet.
- Members should not send emails to anyone within the Minnesota GreenCorps network that are not work-related and/or may be offensive to others (e.g., political or religious emails).
- Members should follow the policy of their host site regarding the use of the internet at the site.

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. 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, the following:
 - 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.

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 www.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 <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 is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply. The MPCA does not discriminate with regard to race, color, creed, religion, national origin, sex (including pregnancy), marital status, familial status, status with regard to public assistance, membership or activity in a local human rights commission, disability, age, sexual orientation, gender identity, gender expression, and genetic information.

The MPCA will make reasonable accommodations for all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance 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 mid-September. All selected members must attend orientation.

Application questions

If you have questions about the Minnesota GreenCorps program or the position, contact 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.

VII. Frequently asked questions (FAQ)

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

The minimum qualifications to serve in Minnesota GreenCorps are a two-year associate's degree or completion of a sophomore year in a four-year degree program.

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 position hours are generally within 8am-4:30pm business hours, 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 AmeriCorps procedures, professional development, and general information on project topic areas at the start of the program year. MPCA staff (and those from other partnering organizations) serve as project mentors, providing additional project guidance. In addition, members receive a training budget to attend external trainings, conferences, or networking events. Training and ongoing supervision for day-to-day service is provided by host sites.

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.

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.

What if I want to apply for a topic area other than the four topic areas scoped out in this document?

Only the four topic areas outlined in this document are eligible for Minnesota GreenCorps members. There may be other opportunities for different projects in future years.

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 region(s) of the state they want to serve in and share specific organizations they want to serve with during the interview. The MPCA places qualified candidates with the host site that best fits their geographic preference, position interest, and skill set.

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 was selected as a Minnesota GreenCorps member and previously served, can I apply again to be a Minnesota GreenCorps member?

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?

An individual can serve four terms in an AmeriCorps State and National program and can earn up to the value of two full-time education awards. Learn more at <https://americorps.gov/members-volunteers/segal-ameri-corps-education-award>.