

## Managing AmeriCorps Programs

These core competencies are intended to provide those interested in starting an AmeriCorps program with an overview of the specific capacities needed for effective AmeriCorps program management. Each “competency” is a combination of knowledge, skills and abilities that are required to meet expectations. Competencies described here are all important and interrelated. Managing a program and grant effectively requires proficiencies in all of the core competencies.

	COMPETENCY	PROGRAM DIRECTORS WORKING WITH AMERICORPS PROGRAMS WILL POSSESS THE ABILITY TO...
Effective Grant and Program Management	<b>Community Engagement &amp; Strengthening</b>	<ul style="list-style-type: none"> <li>• Collaboratively identify community needs</li> <li>• Identify and leverage community assets</li> <li>• Position program as a strategy for solving community problems</li> </ul>
	<b>Theory of Change and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Define and revise a Theory of Change and logic model for how the program activities will lead to long term results</li> <li>• Manage an evaluation plan with outputs and outcomes</li> <li>• Develop and utilize appropriate data collection instruments</li> <li>• Analyze data, report on performance, and use data to make improvements.</li> </ul>
	<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain sound fiscal and organizational management systems and practices compliant with federal laws and regulations, AmeriCorps requirements, and Virginia Service Commission policies and procedures.</li> </ul>
	<b>Site Management</b>	<ul style="list-style-type: none"> <li>• Develop strong partnerships with member service sites, supported by written agreements to support program goals and quality member experiences.</li> <li>• Ensure proper training and monitoring of sites.</li> </ul>
Member Management	<b>Member Human Resources</b>	<ul style="list-style-type: none"> <li>• Recruit, enroll and retain AmeriCorps members as detailed in the grant.</li> <li>• Provide members with written service agreements outlining requirements.</li> <li>• Ensure that member placements are developed based upon a program design and that member activities contribute to the program goals.</li> </ul>
	<b>Member Support</b>	<ul style="list-style-type: none"> <li>• Develop and conduct a comprehensive member training plan, including federal and state required trainings, and maintain documentation.</li> <li>• Ensure that members have the skills and training necessary to successfully carry out their specific service activities.</li> <li>• Develop partnerships that enable well-rounded, high quality training inclusive of adult learning strategies.</li> </ul>
Fiscal Oversight and Management	<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Work cooperatively with financial and leadership staff to develop practices that effectively plan for and manage program funds</li> <li>• Regularly provide accurate, complete and current documentation of the financial status of the AmeriCorps program.</li> </ul>
	<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• Develop financial and non-financial support including, but not limited to, creating a sustainability plan, identifying potential sources of funds, developing funding and partnership proposals, presenting requests for assistance and securing adequate cash and in-kind match.</li> </ul>

Other Requirements: regular training and technical assistance required by the Virginia Service Commission to support your AmeriCorps program, consideration of the potential of your AmeriCorps program to grow and evolve.

Grant application: program design, delegation of roles and responsibilities, etc

- Align proposed member service activities with evidence-informed or evidence-based models
- Understand governing documents to meet requirements
- Design evaluation plan
- Create a balanced and compliant budget

Program Set Up

- Recruit and train service sites
- Secure match and other financial resources
- Recruit and enroll members

Program Management

- Regular contact with Virginia Service Commission for training and technical assistance
- Monitors all program activities to ensure alignment with approved grant
- Maintaining program records (member files, documentation of training activities, etc)
- Program promotion with potential members, community, partners, etc.
- Collect and report data
- Analyze data and use for program improvement
- Manage service site supervisors and service sites
- Manage AmeriCorps members in service, oversee discipline as needed
- Train and offer professional development for members
- Ensure accurate member timekeeping
- Manage program changes and work with VSC as needed
- Support site supervisors in member supervision

Financial Management

- Manage program expenditures
- Ensure accurate financial recordkeeping
- Cultivate needed resources for successful program deliver