

**Literacy Volunteers of Illinois**  
**Volunteer Outreach for Community Action in Literacy**  
**2019/2020**

**Call for Host Sites**

Literacy Volunteers of Illinois (LVI), a statewide organization committed to developing and supporting volunteer literacy programs that help families, adults and out-of school teens increase their literacy skills, is seeking adult literacy programs interested in serving as host sites for the placement of AmeriCorps members through our **Volunteer Outreach for Community Action in Literacy (VOCAL)** program. The AmeriCorps program is a national program of the Corporation for National and Community Service; funding for the VOCAL program comes through the Serve Illinois Commission. The start date for the program year is September 1<sup>st</sup>.

The goal of VOCAL AmeriCorps is to assist community and faith-based volunteer literacy programs provide increased services in their communities through the placement of full-time, part-time and minimum-time members.

The program has two primary objectives in Economic Development, which are -

- 1) Adult Literacy Instruction – This can be one-to-one, small group or classroom in basic literacy, ESL or GED.
- 2) Job Placement – This can include coaching and counseling, job club services, job development and placement, resume development assistance, and/or workplace behavior and other soft skills training.

The program has two secondary objectives which are -

- 1) Volunteer Recruitment and Support – This includes tutor and other volunteer recruitment, as well as in-service training, newsletters, recognition events, community outreach activities, and any other activities that bring and keep volunteers in your program.
- 2) Member Development – All members will participate in an initial 12 hours of tutor training in September, which will be followed by monthly “First Friday” sessions. The First Friday training is required of all full-time members, for part-time members it is optional but encouraged. Training that was offered in past years is currently being evaluated; next year’s schedule should be in place by August.

Reports on inputs and outcomes on these four objectives are due in March and September on forms provided by LVI.

The program has 21 full-time members and eight part-time members. Full-time members serve 1,700 hours at a site and receive from LVI a \$13,992 per annum living allowance paid biweekly and health insurance. On successful completion of the program they are eligible for a post-service educational award with a value of \$6,095. Part-time members serve 900 hours and receive from LVI a \$7,000 per annum living allowance paid biweekly. On successful completion of service they receive a post-service educational award of \$3,047.50. All members are covered under LVI's Worker Compensation Insurance.

## **Host Site Obligations**

- (1) Provide meaningful service work (*up to 35 hours per week for full-time members, 20 hours for part-time members and eight hours for minimum time*) and performance criteria appropriate to the skill level of the member recruited and/or assigned (based on 52 weeks; for fewer weeks divide weeks to be served into 900 hours for part-time and 300 hours for minimum time).
- (2) Provide daily supervision and comply with all service records reporting procedures.
- (3) Provide equipment and/or materials for use by the member to complete his/her work tasks.
- (4) Provide training opportunities beyond those offered all members by LVI. We recommend that \$200 per member be committed for registration fees.
- (5) Provide a safe, sanitary, and handicap accessible working environment.
- (6) Submit and/or ensure the submission of member and program progress reports on performance objectives, accomplishments, challenges and areas where support may be needed.
- (7) Provide an in-kind match (supervision, space, etc.) equal to the amount of the placement fee.
- (8) Report any problems or work-related accidents to LVI staff (members are covered under LVI's insurance policies);
- (9) Ensure member(s) compliance with all AmeriCorps rules and regulations outlined in the Code of Excellence and Member and Supervisor Manuals.
- (10) Coordinate and ensure member attendance at required LVI or Serve Illinois activities.

## **Fiscal Requirements**

To generate the required cash match for member expenses and program staff there are member placement fees. The placement fee is an allowable cost for Secretary of State Literacy Office funded-grants. Should programs who have not budgeted for this be interested in changing their budget once they receive approval for their FY '19 program from the State Literacy office, they may do so. Contact your grant monitor or the Literacy Office for further information.

Placement Fees: Full-time - \$9,000      Part-Time - \$4,500

Questions regarding VOCAL can be directed to -  
Dorothy M. Miaso, Executive Director or Gabriel Perez, Member Coordinator, at 312/857-1582

Host Site Applications can be downloaded at [lvillinois.org](http://lvillinois.org) on the VOCAL AmeriCorps page.

For information on AmeriCorps, visit [www.AmeriCorps.org](http://www.AmeriCorps.org).

***Applications will be accepted and reviewed and compatible programs approved on a first-come, first-served basis.***