Life Together

2017-2018 Host Site Cover Sheet

**HOST SITE INFORMATION**

Host Site Organization Name:

Administrative Address (for application-related correspondence):

Web Site:

Site Address and Phone Number Where Volunteer Will Work:

Executive Director: Phone/ext.:

E-mail:

Interview Contact: Position Title:

Phone/ext.:

Email:

Direct Supervisor of Fellow: Position Title:

Phone/ext.:

Email:

**UNDERSTANDING**

In submitting this information to Life Together, we certify that the information is true and correct to the best of our knowledge. We understand that if Life Together receives funding for our proposed position and we are selected to host a fellow, we are responsible for:

* Providing on-site supervision and support for the fellow including any necessary orientation and staff trainings throughout the year
* Partnering with Life Together to fund the fellow, through a “cash match” of \_\_\_\_\_\_\_\_\_\_\_\_\_
* Providing adequate work space including a desk, computer, and phone
* Participating in fellow evaluation, site visits, and other Life Together events as deemed appropriate and when possible
* Attending 3 mandatory supervisor meetings

Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART 1: ORGANIZATIONAL INFORMATION + JOB DESCRIPTION

Organizational Information:

1. Describe your organization and the work that it does (up to 500 wds). Include the following:

* Purpose, philosophy and goals
* Brief history
* Geographical area served
* Religious affiliation (if applicable)
* Other agency affiliations (if applicable)

1. Describe the population of the community served by your organization, including the socio-economic, racial, language, and cultural backgrounds. How does this community participate in the work of your organization? (150 words)
2. How would you describe your organizational culture? (150 words)
3. What is your organization’s approach to social change (i.e. direct service, advocacy, organizing, etc.)? (150 words)

Job Description

1. Job Title:

2. Write a brief job description for the position you are hoping a Life Together fellow will fill (up to 500 words). Please highlight the following:

* What are the specific duties and anticipated outcomes for this position?
* Include any projects the fellow may be involved in, what their role will be in these projects, who they will work with and report to.
* How the fellow will be accountable for, and have ownership of, different projects.

3. Please check the box next to the number that best matches the way this job is structured.

|  |  |  |
| --- | --- | --- |
| Team work | 1 2 3 4 5 6 7 8 9 10 | Independent work |
| Structured | 1 2 3 4 5 6 7 8 9 10 | Unstructured |
| Regular contact  with the public | 1 2 3 4 5 6 7 8 9 10 | Limited contact  with the public |
| Initiate projects | 1 2 3 4 5 6 7 8 9 10 | Carry out projects |
| Changing pace | 1 2 3 4 5 6 7 8 9 10 | Steady Pace |
| Close supervision | 1 2 3 4 5 6 7 8 9 10 | Self-directed |
| Creative work | 1 2 3 4 5 6 7 8 9 10 | Routine work |

4. In what ways would the fellow be addressing the structural issues of people from marginalized communities? What opportunities, if any, would the fellow have to participate in legislative advocacy, or an organizing campaign, on the issues of importance to your organization and/or to the people you serve? (up to 150 words)

5. What social justice issue is the fellow going to be working on, and how will you measure the success of the initiative/campaign for your organization? (up to 250 words)

6. Please describe if and how the fellow’s work will involve leadership development, for the fellow and/or the people you serve (up to 250 words).

7. Fill in time slots when the fellow will be regularly scheduled to work, and include the activity they will be doing (i.e., tutoring, scheduling medical clinic visits, etc.). Also list any regular or mandatory weekly work requirements such as staff meetings or training sessions. The position should total 32 hours per week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | MON | TUES | WED | THURS | FRI | SAT | SUN |
| 8:00 |  |  |  |  | LIFE TOGETHER Training Day  (Fellows attend weekly trainings for leadership development, community building, and spiritual formation. As a result, they are unable to hold any primary responsibilities in their site placement during this time.) | Saturday Programs & Retreats  (There will be approximately 7 Saturdays over the course of the year on which fellows may not work because of Saturday programs and retreats. The Life Together staff will provide a list of Saturday programs by August 2017.) |  |
| 9:00 |  |  |  |  |  |
| 10:00 |  |  |  |  |  |
| 11:00 |  |  |  |  |  |
| 12:00pm |  |  |  |  |  |
| 1:00 |  |  |  |  |  |
| 2:00 |  |  |  |  |  |
| 3:00 |  |  |  |  |  |
| 4:00 |  |  |  |  |  |
| 5:00 |  |  |  |  |  |
| 6:00 |  |  |  |  |  |
| 7:00 | LIFE TOGETHER Community Time  (Fellows share weekly meals and spiritual practice together. They are unable to hold any primary responsibilities in their placement during this time.) |  |  |  |  |  |  |
| 8:00 |  |  |  |  |  |  |
| 9:00 |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

8. Please list any special issues related to this position and any other skills or experience needed (i.e., non-standard morning or evening hours, language requirements, frequent work-related commuting, challenging physical work or working conditions, etc.).

Training and Supervision

Fellows need support and direction to be successful. Convince us that your organization has the capacity to support a fellow.

1. Describe the orientation and training provided for the fellow.
2. What other development opportunities/support/benefits will you provide the fellow?
3. Who will be the fellow’s supervisor? What is their role in your organization? Describe their supervision style and plan to offer ongoing support to the fellow (NOTE: **we require supervisors to meet with fellows weekly**).
4. If your organization hosts other service volunteers or AmeriCorps members, discuss the relationship and potential collaboration between the LT fellow and those volunteers.

Location and Travel

Provide information for location(s) where the Life Together fellow will work. If multiple locations, please list primary and secondary sites and indicate the days and hours expected at each site.

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_

Days/Hours at Primary Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will this position require the fellow to travel to locations other than the one(s) listed above? (Please check all that apply.)

* Local travel
* Long-distance travel
* Both

If you checked any of the above, please explain:

1. What forms of public transportation are available to the primary and secondary location? To other locations where the fellow will visit during the course of their work?
2. What provisions will your organization make should the fellow need to work at night, or in the event that the regular transportation and/or travel routes become unsafe?
3. Is a car required to perform the essential duties of this job? Yes  No
4. Is a valid driver’s license required to perform the essential duties of this job? Yes  No

PART 2: STATUS AND SUPPORT FOR THE POSITION

Motivation

1. Has your organization hosted a fellow in the past, and if so, in what capacity and for how many years? Why do you want to host a Life Together fellow and how will the fellow fit within your organization? (200 words)

2. In what ways would (or does) your organization help the fellow analyze economic, social, and political structures in your community, especially involving the particular social issues the fellow would address through their work? (200 words)

3. To what other volunteer/intern/fellowship programs is your organization applying, currently working with, or have worked with? What is your status with these programs?

4. What is the composition of your current staff? Please include the number of people in your organization, a breakdown of full-time and part-time employees, and the number and kind of volunteers (full-time or other) who assist with the delivery of your programs. Please detail the number and kind of staff who work in the department or area for which you are applying to have a Life Together fellow. (150 words)

Project Sustainability

Describe the sustainability of the fellow’s project and include answers to the following questions (please include metrics whenever possible):

If the fellow’s project is an existing project, please discuss:

* Lessons learned
* How the project will be expanded, improved, and sustained
* Where do you see the project in the near future as it continues to grow and expand?

If the fellow’s project is a new project:

* What is the vision for this project and where did the idea come from?
* What are the end goals/desired outcomes?
* Where would you hope to see the project after its first year?

Creating long-term capacity:

* How will the fellow build capacity for your organization and make a lasting impact beyond their year of service?
* Provide evidence of organizational commitment to this project.
* Is there a plan for the proposed project if your organization is not granted a fellow?

Status of the Position

Annual Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Cash Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your board/vestry approved funding for the fellow position?

* Yes
* No. The board/vestry will approve funding by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

Applications are due by 5pm on Friday, February 3rd, 2017.

Please email the full proposal to: [kelsey@diomassintern.org](mailto:kelsey@diomassintern.org)

Additionally, please mail 1 original copy of the cover sheet to:

Kelsey Rice Bogdan, Life Together

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Brookline, MA 02446