

## **2h. Member Recruitment and Member Positions Descriptions**

As an AmeriCorps program, you must ensure a fair and equitable recruitment process (45 CFR 2522.210). This process should actively seek to recruit a diverse corps, and include a plan to recruit locally. Programs cannot violate the nondiscrimination and non-displacement rules governing participant selection. Nationally, recruitment must be conducted through eGrants/My AmeriCorps Portal. Before a program can recruit for a position, the Member Position Description must be uploaded into OnCorps and approved by Nevada Volunteers and the Member Assignment Listing must be approved by CNCS in eGrants. CNCS has resources on their website to assist with [member recruitment](#).

In addition to these requirements, member positions descriptions can be listed anywhere your organization would typically post a position such as with colleges and universities, local job boards, groups affiliated with your mission such as conservation job boards, [Idealist.org](#), and [handshake](#). Additionally, Nevada Volunteers is a founding state with [Service Year](#). Service Year Alliance is an organization relentlessly pursuing a bold vision, making a year of service a common expectation and opportunity for all young Americans. Nevada AmeriCorps programs should list their program and member positions on Service Year for national recruitment. Service Year also provides additional resources for programs and members through partnerships with organizations like Airbnb.

As an AmeriCorps program, you must also ensure an equitable member selection process. You must have completed and signed member applications; have a uniform selection documentation; guarantee members are chosen based on essential functions listed in position descriptions; and assess a member's ability to complete the essential functions of the position with or without reasonable accommodation.