



MEMBER SERVICE OPPORTUNITY LISTING GUIDANCE

The Member Service Opportunity Listing in the My AmeriCorps Portal is your best recruitment tool, offering the first impression a prospective AmeriCorps member will have of your organization. Highlighting unique factors such as your mission, the service opportunity, and the impact a prospective member will have can inspire them to join and serve. Many AmeriCorps members have relocated to Nevada after being inspired by compelling Service Opportunity Listings.

Compliance and Review Requirements

Nevada Volunteers has developed this guidance to assist grantees in creating comprehensive listings compliant with AmeriCorps regulations and aligned with member service activities and Performance Measures. Since the Member Position Description and Service Opportunity Listing serve different purposes, they require different details. This guidance simplifies the processes by incorporating required elements for submission in eGrants.

AmeriCorps Program Directors must confirm all service activities and member responsibilities are allowable by reviewing:

- The approved grant application to ensure duties fall within the grant scope.
- 45 CFR § 2520.65 to ensure no prohibited activities are listed.
- 45 CFR §§ 2540.100 (e) – (f) to avoid supplementation, duplication, or displacement of employees.
- 45 CFR §§ 2520.40-45 to ensure related fundraising activities are allowable.
- Support for a diverse and inclusive National Service Environment.

Steps for Creating a Service Opportunity Listing in eGrants

1. **Accessing the Portal:**
 - Log in to the My AmeriCorps Portal via eGrants.
 - Select "Recruitment Workbasket."
 - Click on "Create Opportunity Listing."
2. **Entering Information:**
 - Enter or select the requested information from drop-down menus.

An error-free listing eliminates delays in approval and accelerates recruitment through the My AmeriCorps Portal. Listings are typically reviewed by AmeriCorps within 48-72 hours. If not approved, listings are returned for revision.

Additional Resources for Developing Your Service Opportunity Listing

- [Creating a Service Opportunity Listing in eGrants](#)
- [Service Opportunity Listing Template \(PDF\)](#)
- [How to Avoid Common Mistakes When Posting Service Opportunity Listings](#)

By following this guidance, you can ensure your Service Opportunity Listings are compelling, compliant, and effective in recruiting dedicated AmeriCorps members.



Create Listing

Welcome

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports

Enter Listing Details

Do you want to make this Listing to be available now ? Yes No

*Project Name: AmeriCorps 6-Month Restoration Team Member
 *Project Type: AmeriCorps State / National
 *Program Code:
 *Start Date: 05/20/2024 (mm/dd/yyyy)
 *End Date: 11/21/2024 (mm/dd/yyyy)
 * Term of Service: Full-Time Part-Time Summer

Contact Information

*First Name *Last Name:
 *Street Address1:
 * Street Address2:
 *City:
 *State: NEVADA
 *Zip:
 * Contact Phone:
 E-mail:
 Fax Number:
 Website:

In what states will you have members?*

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

MISSISSIPPI
 MISSOURI
 MONTANA
 NEBRASKA
 NEVADA

In what metropolitan area will you have members?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Atlanta
 Boston
 Chicago
 Cleveland/ Akron
 Dallas/Ft. Worth

cancel next



Welcome

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports

Create Listing

Enter Listing Information

Give a brief two(2) line description of the program (200 characters or less) *:

Walker Basin Conservancy (WBC) is leading the effort to restore and maintain Walker Lake while protecting agricultural, environmental, and recreational interests in the Walker Basin.

18 characters left

Enter your program description (2000 characters or less) *:

The Walker Basin Conservancy (Conservancy) leads the effort to restore and maintain Walker Lake while protecting agricultural, environmental and recreational interests in the Walker Basin (www.walkerbasin.org). The Conservancy acquires water rights and ranches to increase freshwater flows to Walker Lake. We re-establish native plant communities on former agricultural fields, increase public access and recreation opportunities, and develop practical solutions to save Walker Lake.

From creating Nevada's newest State Park (Walker River State Recreation Area) to adding thousands of acres to Wildlife Management Areas, our work impacts

735 characters left

Are you accepting applications now? * Yes No

Accepting applications from: 02/14/2024 (mm/dd/yyyy)

Application deadline: 04/17/2024 (mm/dd/yyyy)

Do you accept AmeriCorps application? * Yes No

If you require your own application, how do applicants get it?

Phone: [input]
E-mail: [input]
Website: [input]

What benefits does your program offer?

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac). To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Childcare assistance if eligible
- Choice of Education Award or End of Service Stipend
- Education award upon successful completion of service
- Housing
- Health Coverage

Other : [input]

Select the terms and conditions of member service that apply to your program?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Car recommended
- Permits attendance at school during off hours
- Permits working at another job during off hours
- Prohibits paid work outside of the sponsoring agency at any time
- Uniforms provided and required



Welcome

Portal Home

- [Search Potential Applicants](#)
- [Search Submitted Applications](#)
- [Manage Members](#)
- [Invite Members](#)
- [SSN & Citizenship Status](#)
- [Manage Programs](#)
- [Manage Service Locations](#)
- [Manage Users](#)
- [Recruitment Workbasket](#)
- [S&N Workbasket](#)
- [S&N Reports](#)

Create Listing

Enter Listing Information

Minimum Age:

Maximum Age:

Desired Education Level:

What skills would you like potential members to possess?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Public Health
- Public Speaking
- Recruitment
- Teaching/Tutoring
- Trade/Construction

Other:

Do you have a language requirement?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Arabic
- American Sign Language
- Chinese
- Creole
- English

Other:

What will your AmeriCorps member(s) do? (1000 characters or less) *:

Under the guidance of a WBC Technicians, member will learn to utilize hand and power tools to conduct native plant re-vegetation, invasive plant removal and control, illegal road decommissioning, trail construction, and sign and fence installation. Member will learn to install, maintain, and operate a variety of irrigation systems used in the restoration process. Member will also learn to

72 characters left

Define the field of service areas in which your members are serving?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Education
- Entrepreneur/Business
- Elder Care
- Ex-Offender Reentry
- Environment

* Explain the purpose of modification

Submitted by :

*First Name *Last Name:

Your phone number:

Your E-mail address:

*Published Service Listing View

Member Duties : Assist students with homework, improve social-emotional skills, research and plan engaging activities for students, facilitate enrichment activities focused on STEM and literacy content areas, and mentor youth. The above functions may be completed with or without reasonable accommodations. No persons involved with the program will discriminate based on race, religion, creed, color, national origin, gender, age, sexual orientation, political affiliation or disability. This position has recurring access to vulnerable populations. This position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include service or duties that have been performed or were performed by a current employee, an employee who recently resigned or was discharged, an employee subject to a reduction in force, or an employee who is on leave.

Program Benefits : Training , Living Allowance , Education award upon successful completion of service , Transportation Stipend .

Terms :
Car recommended , Permits working at another job during off hours , Uniforms provided and required , Permits attendance at school during off hours .

Service Areas :
Education .

Skills :
Leadership , Team Work , Education , Fine Arts/Crafts , Public Speaking , Teaching/Tutoring .

[Apply Now!](#)

[Return to Search Results](#) | [Refine Search](#)

SUMMARY	
Program Type:	AmeriCorps State / National
Program	[REDACTED]
Program Start/End Date	09/09/2024 - 08/15/2025
Work Schedule	Part Time
Education level	High school diploma/GED
Age Requirement	Minimum: 17 Maximum: 99
Program Locations	NEVADA
Languages	English
Accepting Applications	From 05/30/2024 To 05/22/2025
Contact	[REDACTED]
Listing ID	[REDACTED]