

Literacy Volunteers of Illinois
Volunteer Outreach for Community Action in Literacy
2023/2024

Call for Host Sites

Literacy Volunteers of Illinois (LVI), a statewide organization committed to developing and supporting adult volunteer literacy programs that help families, adults and out-of school teens increase their literacy skills.

LVI's VOCAL (Volunteer Outreach for Community Action in Literacy) AmeriCorps program is a national program of AmeriCorps; funding for the VOCAL program comes from the Serve Illinois Commission. VOCAL members are dedicated individuals committed to serving both at their host site and with their LVI VOCAL cohort for a total of 300-1700 hours over a predetermined 3-12 month "term."

VOCAL AmeriCorps is currently seeking programs interested in serving as host sites for the placement of AmeriCorps members through our Volunteer Outreach for Community Action in Literacy (VOCAL) program during the 2024 Summer of Service Term (May 2024-August 2024) and the upcoming 2024-2025 Program Year (September 1st, 2024-August 31st, 2025).

The goal of VOCAL AmeriCorps is to support volunteer adult literacy and economic development programs through the placement of full-time, part-time, quarter time, and minimum-time members at community and faith-based organizations that address the VOCAL program's primary and secondary objectives.

- VOCAL's primary objectives include:

- 1) Adult Literacy Instruction – This can be one-to-one, small group or classroom in basic literacy, ESL and/or GED/HSE, as well as Citizenship and Life Skills, such as Digital Literacy.
- 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.

- VOCAL's secondary objectives include:

- 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 – LVI offers monthly "First Friday" training, whether it will be in-person or remote or a combination thereof remains to be seen. All full-time members are required to attend the training.

If you are a representative of a community-based or faith-based nonprofit that provides programs that align with VOCAL's primary and/or secondary objectives, we encourage you to apply to host a VOCAL AmeriCorps to serve between 25-35 hours during this year's Summer of Service (May-July

2024 or June-August 2024) or between 8-35 hours during the upcoming 24-25 Program Year.

Host Site Obligations

1. Provide an in-kind match (supervision, space, etc.) equal to the amount of the placement fee.
2. Provide meaningful service work (*up to 35 hours per week for full-time members, 20 hours for part-time members, eight hours for quarter time, and six hours 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 total hours.)
3. Ensure member(s) compliance with all AmeriCorps rules and regulations outlined in the Code of Excellence and Member and Supervisor Manuals.
4. Provide a safe, sanitary, and handicap accessible working environment.
5. Provide daily supervision and comply with all service records reporting procedures.
6. Provide equipment and/or materials for use by the member to complete his/her work tasks.
7. Provide training opportunities beyond those offered to all members by LVI. We recommend that \$200 per member be committed for registration fees.
8. Submit and/or ensure the submission of member and program progress reports on performance objectives, accomplishments, challenges and areas where support may be needed.
9. Report any problems or work-related accidents to LVI staff (members are covered under LVI's insurance policies);
10. Coordinate and ensure member attendance at required LVI, VOCAL AmeriCorps 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 '25 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

Quarter Time - \$2,250

Minimum Time - \$1,500

Questions regarding VOCAL can be directed to - Lizzy Lemieux, Program Coordinator, 312-857-1586.

For information on AmeriCorps, visit www.AmeriCorps.gov. For information on VOCAL AmeriCorps, visit <https://www.lvillinois.org/vocal-ameri-corps.aspx>.

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