

Get Connected: AmeriCorps Member Position Checklist

1. *Create Agency Profile*

- If your organization is not likely to recruit volunteers for other volunteer opportunities, you can [create an agency profile](#) for your AmeriCorps Program. However, if your organization may post volunteer opportunities for the organization as a whole, you may want to [create an agency profile](#) for your entire organization, not your AmeriCorps Program.
- Once you submit your information, ServeOhio needs to approve your agency profile prior to posting your member position descriptions.

2. *Post your AmeriCorps Member Position Descriptions*

- Under the “opportunities” tab of your agency profile, you can click the “Add New Opportunity” button to create your opportunity. Make sure you select the **“Ohio AmeriCorps Opportunities” Initiative** to ensure your opportunity shows up on the AmeriCorps initiative page. Also, make sure the opportunity mentions **AmeriCorps** clearly either in the title or in the opportunity description.
- Opportunities do not need to be approved by ServeOhio. Once you have your agency profile, you can post opportunities for member positions, national days of service projects, or any other opportunity that requires registration.

3. *Keep your Postings Updated*

- Make sure you keep the content updated if you have staff changes, site changes, etc. This is especially important for ongoing volunteer opportunities – it’s easy to forget about them!

4. *Recorded Get Connected AmeriCorps Technical Assistance Training*

- Should you want further assistance with Get Connected, you can review the recorded Webinar from June 17, 2020
- <https://www.youtube.com/watch?v=FfyCjQtIuuY>