Host Site Application

Forward completed application

and any supporting documentation to Deidrah.Stanchfield@maine.gov

**DUE October 1, 2025 FOR ALL POSITIONS!**

**There are a limited number of Community Tree Stewards placements. Applications will be reviewed for alignment with MCC program goals, mission, U.S. Forest Service (USFS) objectives, and AmeriCorps regulations. Community Tree Stewards must focus on projects in underserved communities. Projects must align with MCC program goals, mission, the AmeriCorps grant AND the objectives of the** [**USFS Urban and Community Forestry Program**](https://www.fs.usda.gov/managing-land/urban-forests/ucf)**.**

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| Host Organization: |  | Date:  |  |
| Contact Name: |  | Contact Phone: |  |
| Contact Address: |  | Contact Email: |  |
| Website: |  |
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| Term in Hours | MCC Position Title | MCC Training Requirements | Start/End Dates | CASH Contribution Amount | # Positions Available |
| [ ]  | 1700 | Community Tree Steward | Orientation will occur 1 week prior to member arriving at site, plus up to 14 days additional trainings \*  | 1/12/2026-11/20/2026 | $0 | 8 |

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**\*Training days and other requirements will be discussed at Host Site Supervisor Training in December.**

**Applicants should thoroughly review the Host Site Application Instructions and reach out with any questions. PLEASE NOTE, SUBMITTING THE APPLICATION INDICATES YOU ARE PREPARED TO HOST THIS POSITION. SLOTS ARE LIMITED, ONCE WE ACCEPT SITES, WE MOVE QUICKLY TO BEGIN FILLING THE POSITIONS. IF WE ACCEPT YOUR APPLICATION, YOU MUST BE PREPARED TO IMMEDIATELY INFORM US IF YOU ARE UNABLE TO CONTINUE. ONCE WE BEGIN THE RECRUITMENT PROCESS, IF YOU WITHDRAW, THERE WILL BE A FEE.**

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| **Section** | **Qualifications for Host Sites** |
| **1A** | **Community Tree Stewards (CTS) must provide service to disadvantaged communities. Use** [**this map**](https://www.maine.gov/dacf/mfs/policy_management/project_canopy/grants/grant_applications.html#ira) **to identify eligible communities. List the communities the stewards will serve in and describe how this community is identified as disadvantaged.**  |  |
| **1B** | **Please check all project areas this position will address. Focused objectives with concrete outcomes, based on local community needs and input, are valued over quantity.** | [ ] Complete a Street Tree Inventory[ ] Develop a strategic plan for a Community Forest program*[ ]* Develop or revise a forest management plan (under the supervision of a licensed forester)[ ] Develop and/or implement a forest pest response plan[ ] Plant, replace, or maintain trees in the community[ ] Low-impact development and green infrastructure planting.[ ] Establish community tree nurseries[ ] Urban wood utilization [ ] Create urban food forests[ ] Extreme heat mitigation through strategic tree planting[ ] Urban forestry workforce development |
| **1C** | **List other urban and community forestry projects the CTS would accomplish.** |  |
| **Section** | **Housing** |
| **2A** | **Host Sites that provide housing are more attractive to candidates, yielding a greater applicant pool. Can you provide housing? If so, please describe the accommodations.**  |  |
| **2B** | **Is there a charge for housing to the member if available? If so, what is the cost to the member?** |  |

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| **Section** | **Host Site Needs and Position Description Components** |
| **3A** | **Provide a brief description of your organization and mission. Include organizational type (e.g. state, federal, municipal, non-profit.** |  |
| **3B** | **In 2 or 3 sentences, summarize the concept of the position and project(s) in which the CTS will be involved.**  |  |
| **3C** | **Describe the need for this project. How was the community involved in the decision to host a CTS? How will the community be involved in the project itself?** |  |
| **3D** | **How will the placement of a CTS enhance your organization’s ability to meet long-term goals and build capacity?** |  |
| **3E** | **Describe the purpose of the CTS position, including an overview of the objectives, goals, and activities of the member as they relate to the project scope.** |  |
| **3F** | **Provide a general timeline for the tasks the CTS will be expected to complete.** |  |
| **3G** | **Provide a bulleted list of the duties this CTS will be engaged in to achieve the objectives and goals of the position. This should be comprehensive and will be inserted into the position description.** |  |
| **3H** | **Provide a bulleted list of skills and abilities the CTS MUST possess to complete the duties described above (Essential Functions)** |  |
| **3I** | **What are the skills or abilities that you would like your CTS to have, but are not necessary to fulfill the duties of the position OR could be accommodated? (Marginal Functions)** |  |
| **3J** | **What kind of conditions will the CTS be serving in? What can they expect from the landscape or service environment?** |  |
| **3K** | **Prioritize an additional 2 qualifications, experiences, and/or certifications your ideal applicant will possess. Indicate if each is preferred or required.**  | **1.** | Forestry degree, or equivalent experience in the forestry and natural resource conservation field (required) |
| **2.** |  |
| **3.** |  |
| **Provide additional qualifications here:**  |

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| **Section** | **Member Experience** |
| **4A** | **Explain how a CTS will develop professionally from this placement. Please describe the mentorship you will provide. What training/experience will they acquire?** |  |
| **4B** | **Identify the staff member(s) in your organization who will be responsible for day-to-day supervision and mentorship, including an estimate of staff time that will be devoted.** |  |
| **4C** | **Explain the identified staff members’ supervisory and mentorship experience.** |   |

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| **Section** | **Operational Needs** |
| **5A** | **Members will need their own adequate workspace, equipment and supplies.****The Host Site will be responsible for providing:*** Desk/workspace
* Computer with standard Windows Office Suite programs and internet access
* Phone
* Email
* Access to printer and fax machine

**NOTE:** These resources can be shared[ ]  Please check this box to indicate you can provide these things | **Describe the transportation and housing available.** Please check all that apply. Double click box to make selections.[ ] A State of Maine vehicle may be driven by the member[ ] A Host Site’s vehicle may be driven by the member*[ ]* Personal vehicle may be necessary; host site can reimburse mileage[ ] Personal vehicle may be necessary; site partner *cannot* reimburse mileage[ ] Member’s service will not require much, if any travel[ ] Housing is provided by the Host Site at no additional charge[ ] Housing may be provided for a reasonable rate[ ] Housing is not available; the member is responsible for finding their own.  |

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| **5B** | **Describe any other type of support, supplies, and/or equipment that your site expects to provide the CTS. (Consider anticipated field gear, specialized tools, etc.)** |  |
| **5C** | **Is there any specialized gear the member will be expected to procure for this position? (backpack, gloves, boots, etc.)** |  |

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| **Section** | **Host Site Roles and Responsibilities** |
| **6A** | **Please check the boxes to indicate if the Host Site Supervisor will be able to complete each requirement.** | Provide orientation to the site and projects during the MCC member’s first weeks.  | [ ]  Yes[ ]  No |
| 6B | Provide mentoring and weekly meetings (minimum 1 hour) with the MCC member.  | [ ]  Yes [ ]  No |
| 6C | Provide daily supervision and guidance for the MCC member. | [ ]  Yes [ ]  No |
| 6D | Attend Site Supervisor Training in**December (for 1700-hour placements). Training must be completed prior to the member’s start date. Volunteer Maine will also be scheduling additional training.** | [ ]  Yes [ ]  No |
| 6E | Complete all required reports on time and maintain contact with MCC.  | [ ]  Yes [ ]  No |
| 6F | Communicate ahead of time where possible in the event the Host Site Supervisor (HSS) changes (the dedicated HSS leaves the organization, roles change, etc.) to allow MCC to collect all required compliance aspects from the new HSS. | [ ]  Yes [ ]  No |
| 6G | Assist MCC in complying with requests from AmeriCorps, The Corps Network, USFS, and Volunteer Maine when necessary. | [ ]  Yes [ ]  No |
| 6H | I agree to comply with the AmeriCorps [Prohibited Activities](https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520/section-2520.65). I have read the Host Site Duties and Responsibilities in the application instructions, and acknowledge the requirements listed. I understand the objectives of the MCC AmeriCorps program and will ensure all projects align with this application.  | [ ]  Yes [ ]  No |
| 6I |  | MCC has required training and service events throughout the year. Are you willing to allow the members to attend all mandatory trainings and events? | [ ]  Yes [ ]  No |

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| **Signature:** |  |
| **Authorized requestor’s name:** |  |
| **Title:** |  |
| **Date:** |  |

**DUE October 1, 2025 FOR ALL POSITIONS!**

**Please submit one copy of the completed project proposal to:**

**MAILING ADDRESS HAND DELIVERY LOCATION**

Maine Conservation Corps Maine Conservation Corps

124 State House Station 54 Independence Drive

Augusta, Maine 04333-0124 Augusta, ME 04330

**FACSIMILE TRANSMISSION E-MAIL SUBMISSION (Preferred)**

Fax: (207) 287-3342 Deidrah.Stanchfield@maine.gov

Please include a signed PDF AND a Word copy for ease in transferring information to the recruitment documents and Position Description