



Individual Placement Program

Program Year 2025 – 2026

What is The Wisconsin Conservation Corps?

Our mission is to engage the next generation of environmental leaders through guided, hands-on service opportunities that benefit our region's public lands. Our primary focus is to engage young adults through hands-on service opportunities in environmental stewardship, accomplished through partnerships with land management agencies and environmental education organizations across Wisconsin and the Upper Midwest.

What is AmeriCorps?

AmeriCorps is a voluntary civil society program supported by the U.S. federal government, foundations, corporations, and other donors that engages adults in public service work with the goal of "helping others and meeting critical needs in the community." WisCorps been an AmeriCorps Program via Serve Wisconsin since 2018. Nearly all WisCorps participants throughout its Crew and Individual Placement Programs are enrolled as AmeriCorps service members.

What is the Individual Placement Member Program?

The Individual Placement Member Program connects our partner organizations, which need assistance with natural resource conservation, environmental education programs, or capacity-building projects, with conservation professionals seeking to enter the field and serve their communities through the AmeriCorps program. Individual Placement Members serve directly with WisCorps partner organizations, focusing on natural resource conservation and environmental education.

Members promote community service and environmental stewardship through training and engagement in service projects that benefit their community. They receive a biweekly living stipend.

How does it work?

- To participate in this program, you must be a nonprofit or governmental organization based in Wisconsin focused on natural resource conservation or environmental education.
- WisCorps and the partner organization will work together to negotiate the terms of the Placement Service Agreement.
- The partner organization and WisCorps staff will collaborate to write a Position Description that meets the organization's needs and aligns with WisCorps' and its AmeriCorps grant requirements.
- WisCorps and the partner organization will recruit potential candidates who meet the qualifications specified in the position description. WisCorps will post the Position Announcement on its website, and social media pages, and will populate various job boards. Partner organizations are strongly encouraged to broadcast the Position Announcement on their website(s) and social media pages as well.
- WisCorps will conduct the first interview with applicants. Should the candidate meet the basic requirements and wish to proceed, they will be interviewed by the partner organization. The partner organization will make the final decision on which candidate they would like to hire. If an applicant is not hired, the contract shall be null and void.
- WisCorps will execute all steps of the onboarding process once the AmeriCorps Member is selected, including a Member Service Agreement, payroll tax information, background checks, and enrollment in AmeriCorps. WisCorps will also provide a mandatory AmeriCorps orientation on the Member's first day.

- WisCorps provides its members with a uniform consisting of WisCorps gear and AmeriCorps. *Position-specific gear, tools, and training are the placement site's responsibility.*
- After the mandatory orientation, the Member will be turned over to the placement site to provide daily oversight, a manageable schedule, and tasks that align with the position description. WisCorps will provide periodic check-ins (both remote and in-person) with the Member, approve timesheets, issue bi-weekly living stipend checks, and provide support related to AmeriCorps. All members are required to complete an end-of-term evaluation. Some members are required to complete a midterm evaluation. Additional terms and information are detailed in the Placement Agreement.
- WisCorps may invite members to attend one or two (depending on the length of the position) optional collaborative community events or AmeriCorps activities. WisCorps will consider placement site schedules and needs.

What Are The Position Lengths, Dates, and Costs?

Position	Start Date	End Date	# of Weeks	\$/Week	Hours/Week to Finish	Hours/Week to Schedule	Total Stipend	Total Hours	PTO Hours	Overage (hrs)
1700	9/1/2025	8/14/2026	50	\$ 460.00	34.00	35	\$ 23,000.00	1750	30	20
1700	9/29/2025	8/14/2026	46	\$ 500.00	36.96	40	\$ 23,000.00	1840	120	20
1200	1/5/2026	8/14/2026	32	\$ 500.00	37.50	40	\$ 16,000.00	1280	60	20
900	3/2/2026	8/14/2026	24	\$ 500.00	37.50	40	\$ 12,000.00	960	40	20
675	4/13/2026	8/14/2026	18	\$ 500.00	37.50	40	\$ 9,000.00	720	25	20
450	5/25/2026	8/14/2026	12	\$ 500.00	37.50	40	\$ 6,000.00	480	20	10

AmeriCorps Individual Placements

Cost to Host Site **WITH** HOUSING ACCOMMODATIONS PROVIDED by Placement Site

Slot	Stipend	FICA	Workers Comp	Member Cost	Indirect Costs*	Real Cost	Cost Share	Cost to Site	Cost Per Hour
1700 Hour Slot	\$23,000.00	\$1,759.50	\$1,150.00	\$25,909.50	\$ 500	\$ 26,410	80%	\$21,127.60	\$ 12.43
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1200 Hour Slot	\$16,000.00	\$1,224.00	\$800.00	\$18,024.00	\$ 500	\$ 18,524	80%	\$14,819.20	\$ 12.35
900 Hour Slot	\$12,000.00	\$918.00	\$600.00	\$13,518.00	\$ 500	\$ 14,018	80%	\$11,214.40	\$ 12.46
675 Hour Slot	\$9,000.00	\$688.50	\$450.00	\$10,138.50	\$ 500	\$ 10,639	80%	\$8,510.80	\$ 12.61
450 Hour Slot	\$6,000.00	\$459.00	\$300.00	\$6,759.00	\$ 500	\$ 7,259	80%	\$5,807.20	\$ 12.90

*Indirect Costs: Background Check, Uniforms, Advertising, Visits & Community Events, & Insurance (COI)

AmeriCorps Individual Placements

Cost to Host Site **WITHOUT** HOUSING ACCOMMODATIONS PROVIDED by Placement Site

Slot	Base Cost to Site (From Table Above)	Housing Stipend/Wk (\$6,500/yr)	Number of Weeks	Housing Allowance Total	Total Cost to Site	Cost Per Hour w/ housing
1700 Hour Slot	\$21,127.60	\$ 125	50	\$ 6,250	\$27,377.60	\$ 16.10
1700 Hour Slot	\$21,127.60	\$ 125	46	\$ 5,750	\$26,877.60	\$ 15.81
1200 Hour Slot	\$14,819.20	\$ 125	32	\$ 4,000	\$18,819.20	\$ 15.68
900 Hour Slot	\$11,214.40	\$ 125	24	\$ 3,000	\$14,214.40	\$ 15.79
675 Hour Slot	\$8,510.80	\$ 125	18	\$ 2,250	\$10,760.80	\$ 15.94
450 Hour Slot	\$5,807.20	\$ 125	12	\$ 1,500	\$7,307.20	\$ 16.24

Positions requiring 1,700 hours must begin by early October 2025 to allow sufficient time for the member to complete their service term. Summer positions that require 450 hours will start as a cohort on May 26, 2026, which is the day after Memorial Day. All positions must be completed by August 31, 2026, marking the end of our AmeriCorps grant program year.

WisCorps prefers to schedule end dates in mid-August to provide additional time for members to complete their service hours, if necessary, after their weekly stipend ends due to unforeseen circumstances.

Member Recruitment?

WisCorps has found it beneficial to have four to six months for recruiting time before a position begins. Specifically, for our summer cohort, we typically begin the recruitment process at the end of the calendar year, launching summer



recruitment in early December. That being said, WisCorps and new Placement Sites should begin conversation at least nine months before the start of the position.

Member Benefits?

- **Weekly Stipend/Compensation** - All Placement Members working an average of 40 hours per week receive a \$500 weekly living stipend, while those working 35 hours per week for 50 weeks receive a \$460 weekly living allowance.
- **Housing Allowance** If a Placement Site does not offer onsite housing accommodations for Members, the Placement Site's cost-share shall be increased to provide a weekly housing allowance of \$125 for the Member. WisCorps will not retain any of these funds; instead, WisCorps acts as a pass-through and issues 100% of the housing allowance directly to the Member. If a Placement Site does provide housing and the Member chooses to opt out of this offered housing, the housing allowance will not be applicable.
- **AmeriCorps Education Award*** – Full-time, 1,700-hour Placement Members receive a \$7,395 award after completing their term of service. Quarter-time, 450-hour Placement Members receive a \$1,956 award after completing their term of service. **These amounts are subject to change; the most up-to-date information can be found here: [Education Award Information](#)*
- **Health Insurance** – AmeriCorps health insurance is available to full-time members who complete 1,700 hours only. This benefit comes at no cost to the Placement Member.
- **Food** – WisCorps and Placement Sites are not required to provide members meals or a food budget. Placement sites are permitted to provide meals, if this is included in their program offerings.
- **Mileage Reimbursement** – Placement Sites are responsible for reimbursing the Member for personal vehicle use beyond the usual commute to and from the Placement Site. The federal reimbursement rate is currently set at 70 cents per mile. This rate is to be used for calculations.

Member Scheduling?

Service weeks vary at each placement site, but we aim for transparency in our position descriptions. Most sites operate on an average of forty hours per week. Some sites follow a four-day schedule with ten-hour service days, while others may have shorter six-day service weeks. Fluctuations in hours are acceptable; for example, one week may consist of 30 hours, while another could have 50 hours.

Member Time Off?

All WisCorps Individual Placement positions are intentionally designed to include a buffer or paid time off for planned and unforeseen absences. Longer-term placements provide a greater buffer to accommodate unexpected absences. It is important that all planned time off is approved by both the Placement Site and WisCorps. (*see PTO column in tables above*)

What are the payment terms?

The first payment, which is 50% of the total balance, will be invoiced upon signing this agreement and is due before the Member's start date. The second payment, which covers the remaining balance, is due at the halfway point of the Member's position. WisCorps is open to discussing alternative payment terms if a two-invoice system does not work for the Placement Site.

Where can I get more information?

If you have questions or would prefer to set a meeting, please email [Siena Muehlfeld](mailto:Siena.Muehlfeld@WisCorps.org) (Siena.Muehlfeld@WisCorps.org). Our webpage contains more information: [Become A Placement Site](#).

