



2023 BIA WaterCorps Host Site Application

WaterCorps Program

The WaterCorps program's mission is to provide high quality technical skills and internship opportunities to tribal members in the water resources field. Also known as the Water Resources Technician Training program, WaterCorps has been providing training and internship opportunities to tribal members for over twenty years. This partnership includes the Bureau of Indian Affairs (BIA), Stewards Individual Placements Program (Stewards), and the multiple federal, state, and tribal entities hosting the internship placements.

Program Structure

Stewards partners with the BIA to develop programmatic goals, develop trainings, administer payroll, and provide insurance for the participants in the program, called WaterCorps members. In 2023, it's anticipated that we will have between 20 and 25 WaterCorps members and Host Sites.

Host Sites that are interested in hosting a WaterCorps member apply to the program. Projects must relate to water resources, and last for 26 weeks. Past project examples include irrigation, fisheries, GIS, water sampling, water rights, and water quality. Host Site Supervisors design the projects and mentor the WaterCorps member, providing support, professional development, and opportunities for networking.

Early in this 26-week term, WaterCorps members attend a 2-week technical training at a college or university put on by Stewards and the BIA. This training exposes the WaterCorps member to others in their cohort, as well as gives them technical skills and knowledge to supplement what they learn with their Host Site Supervisors.

Program Financial Structure:

The BIA fully-funds these positions at no cost to the Host Site, and the technical training is provided at no-cost to the WaterCorps members: this includes travel to/from, lodging, and food.

Stewards administers member payroll, provides Workers Compensation and Liability insurance, and collects member reports.

WaterCorps members who successfully complete the internship are eligible for an AmeriCorps Education Award in the amount of \$3,247,50.

WaterCorps Member Eligibility

- Individuals must be a member of their federally recognized Indian Tribe, Band, or Village in accordance with BIA Form 4432.
- Individuals must be 18-34 years of age and have graduated high school or received a GED.

- Stewards and the BIA recruit applicants nationally. Host sites are highly encouraged to reach out to and recruit local candidates.

Site Eligibility:

Federal agencies, state agencies, tribal governments, and non-profit organizations are all encouraged to apply.

The supervisor must provide the intern consistent support, guidance, and mentorship prior to and throughout the duration of the internship and possess the required technical skills and knowledge for the position.

Host sites should assist in local recruitment. Being able to provide housing to the WaterCorps member is a great benefit but not required.

Timeline and Application Process:

To be considered to support a BIA WaterCorps member, you must submit all application documents.

There are 3 main documents that you will need to submit during the selection process:

- **2023 Host Site Application** - Please answer all questions completely. This is what you're filling out now. - Due Marc 31, 2023
- **Position Description Form** – To be completed if you are selected as a potential site
- **Work & Training Plan** – To be completed if you are selected as a site

Site Supervisor Contact Information

Name of Primary Supervisor:

Name, Title, and Contact info of secondary supervisor

Title of Primary Supervisor:

Email:

Phone Number:

At any time during the member's service term, will the primary site supervisor be absent for a period longer than two weeks (ex. furlough, detail assignment, sick leave, vacation, etc.)? **Please tell us the strategy for continued supervision during any planned or unplanned absence during the member's term.

Site Information

What is the name of your site?

How would you characterize your site?

- Federal Agency
- State Agency
- County Government
- Municipal Government
- Non-Profit Organization
- Academic Institution
- Other

Site Address:

What local tribal nation/s will your position be serving?

A. Supervisor Support

In order to facilitate a great internship, the supervisor must support the WaterCorps member throughout their year of service. Please provide information on how the site supervisor will support the WaterCorps member below.

1. Will the WaterCorps member work in the same office as their supervisor? If no, please explain how the member will be supported remotely if not in the office with the supervisor.

2. How often will the WaterCorps member and site supervisor work together?

- Work together on a daily basis
- Work together once a week
- Work together once a month
- Work together occasionally throughout the year

3. Describe the work environment on-site, in addition to what expectation the site supervisor has for supervisor and WaterCorps member collaboration.

4. Describe the Primary Supervisor's experience as a supervisor or mentor of prior interns or other young professionals, particularly those of diverse backgrounds.

5. In addition to Supervisor support, how will the WaterCorps member work with other staff and interns to support their projects.

6. Stewards and the BIA are responsible for supporting national recruitment but local recruitment is also necessary. During the WaterCorps recruitment phase, what will be your strategy for recruiting an applicant pool that is reflective of the local communities, including historically underrepresented groups, to be served by the host site?

7. What action will the site take to foster and maintain an inclusive, equitable, and accommodating work environment for the WaterCorps member? *Please define what the site has already done to build an inclusive workspace and demonstrate a track record for supporting individuals from different backgrounds.*

8. What other considerations and/or actions will the site take to ensure a safe and productive environment? *If Operational Leadership or similar trainings are being provided on these topics at your park, please detail those.*

9. What professional development opportunities will the site supervisor seek to provide the WaterCorps member during their service year? *Please provide detail - examples include courses, certifications, networking, conferences. etc.*

10. Will the member need to drive to be successful at your site?

Yes

No

IMPORTANT: Drivers are covered through Stewards. Our policy is that: not only do members have to have clean driving record (no major violations or no repetitive minor violations in the past 3 years), but they must be over the age of 21 OR 18 or older with a license for a minimum three years. Stewards runs driving checks and notifies the site supervisor of any denied members.

11. Will you provide vehicle safety and driver training for your member?

Yes

No

12. Will your member need to possess their own vehicle? *Such as, for traveling to town for supplies during the weekend or traveling to office from provided housing.*

Yes

No

13. Please initial: I understand that, if driving is required, the driving check through Stewards may prohibit my selected candidate from driving, depending on their record.

C. Position Acknowledgements and Potential Candidates

Do you understand that you will be supporting risk management planning and safety training for your WaterCorps member?

This must include: Member orientation and review of all site safety procedures, awareness of 48 hour requirement for submitting workers compensation claims, and emergency information including participant emergency contacts and Stewards Program staff contacts.

Yes
No

Do you understand that Stewards will be providing worker's compensation and liability insurance for the WaterCorps Program? If a WaterCorps member is hurt on the job, please contact Stewards staff at the earliest appropriate time.

Yes
No

Do you understand that the Stewards will be required to complete a criminal history check per AmeriCorps regulations? Failure to pass the criminal history checks (NSOPW, FBI, and State) will result in inability to participate in the program.

Yes
No

Do you understand that the WaterCorps member will be required to serve 900 hours during their term? Sites are expected to provide work projects and schedules for members that will allow for ample opportunity to complete the required hours. Supervisor must approve timesheets to certify and track member hours alongside Stewards Staff.

Yes
No

If you have a WaterCorps candidate in mind, please provide their name and contact below:

Signature of person submitting this form – please use the signature feature if you're able, otherwise type your name in the box provided.

eSignature

Typed Name

Please return this form via email to Krista Rogers: krista@conservationlegacy.org