

2025 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 (Stewards), and the multiple federal, state, and tribal entities hosting the internship placements.

Program Overview:

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 2025, it's anticipated that we will have between 20 and 25 WaterCorps member position openings at various host sites. Host Sites that are interested in hosting a WaterCorps member should apply to using this form. Projects must relate to water resources, last for approximately 26 weeks, and be in person. 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.

Program Structure:

The BIA utilizes resources and federal funds from the Water Management Planning and Pre-Development Program, which are supported by oversight from the Federal Government to ensure their effective use. With these funds, the BIA provides the opportunity for Host Sites to have a WaterCorps Member position at no cost to the Host Site. The BIA oversees the WaterCorps agreement and program implementation. Selected host sites will be required to have a robust local recruitment plan with established tribal relationships. Host sites will also be responsible for creating project work, day-to-day oversight, and member mentorship.

Stewards administers the programmatic structure, member payroll, provides Workers Compensation and Liability insurance, collects member reports, and support members/supervisors.

WaterCorps members who successfully complete the entirety of their term and complete their AmeriCorps hours are eligible for an AmeriCorps Education Award in the amount of \$3,697 before taxes.

WaterCorps Member Eligibility

- Individuals must be a member of their federally-recognized Indian Tribe, Band, or Village in accordance with BIA Form 4432. Applicants will be required to provide their official federal tribal enrollment when applying.
- Stewards and the BIA recruit applicants nationally while host sites will conduct local recruitment and outreach.

Site Eligibility

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

The supervisor MUST provide the member 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 MUST conduct local recruitment. Being able to provide housing to the WaterCorps member is a great benefit and reduces barriers but not required.

Timeline and Application Process

To be considered as a host site for a BIA WaterCorps member, you must submit all application documents. The application period for BIA Watercorps member host sites is open for the month of September 2024. You will be notified by mid-October whether your site was selected. If you are selected you will be required to complete a position description and work/training plan as noted below.

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

- **2025 Host Site Application** - Please answer all questions completely. This is what you're filling out now.
- **Position Description Form** – You do not need to work on this yet. You will receive a request to complete *if* you are selected as a host site.
- **Work & Training Plan** – You do not need to complete this yet. You will receive a request to complete if your site is selected.

Should you have questions, please reach out to Stewards Program Director Emma Savely (emma@conservationlegacy.org)

Submissions

Upon clicking the submission button, your application will be automatically sent to you and the Stewards Program Director, Emma Savely. The email contents will contain your application responses and a more reader-friendly version will be in the pdf attachment.

2025 WaterCorps Host Site Application

Site Supervisor Contact Information

Name of Primary Site Supervisor *

Email *

First Name

Last Name

example@example.com

Title of Primary Site Supervisor *

Phone Number *

Area Code

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. *

Please note that it is unallowable to plan for extended details or departures of the member's supervisor without strategy for continued supervision. Members should not be asked to cover for full-time staff for extended periods.

Name of Secondary Site Supervisor *

Email of Secondary Site Supervisor *

First Name

Last Name

example@example.com

Title of Secondary Site Supervisor *

Secondary Site Supervisor Phone Number *

Area Code

Phone Number

Site Information

What is the name of your site? *

How would you characterize your site? *

Does your site have an acronym or abbreviation? If yes, please insert below. If no, write n/a. *

What local tribal nation/s does your site have an existing relationship or partnership with? *

Existing relationships are critical to successful recruitment.

Site Address 1 *

Street Address

Street Address Line 2

A. Supervisor Support

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

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

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

3. In addition to Supervisor support, how will the WaterCorps member work with other staff and interns at the site. *

4. Stewards and the BIA are responsible for supporting national recruitment and host sites will be required to conduct local recruitment. Please provide a robust and specific outline of your strategy for recruiting an applicant pool that is reflective of the local tribal relationships to be served by the host site. RETURNING SITES - If previously awarded and unable to fill a BIA WaterCorps position, please share what changes you will make to your recruitment efforts. *

5. What action will the site take to foster and maintain an inclusive, equitable, and accommodating work environment for the WaterCorps member? How does that inform/guide your approach to giving and receiving feedback? How would you approach interpersonal conflict if it arose? *

Please define what the site has already done to build an inclusive workspace and demonstrate a track record for supporting individuals from different backgrounds.

6. What is your communication style, your approach to giving and receiving feedback, and how you navigate interpersonal conflict? *

7. 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.

8. What professional development opportunities will the site supervisor seek to provide the WaterCorps member during their service year? *

9. Will the member need to drive during their work day to to complete their project work? *

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 members who are denied.

11. 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.

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

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. *

Because there is not a way around this requirement, please keep this in mind when interviewing candidates.

Will the member be working with vulnerable populations? *

*Vulnerable populations include children age 17 or younger, persons age 60 and older, and/or people with disabilities. If the intern will have regular, scheduled, or anticipated contact with vulnerable populations they are said to have reoccurring access as defined by the CNCS as “the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication.” (45 C.F.R. § 2510.20)

B. PROPOSED ACTIVITIES, STRATEGY, AND APPROACH

This program works to support water resources work in support of tribal nations. With this in mind, you will be asked to explain how you envision utilizing the WaterCorps member and the desired impact their involvement will have on meeting your site's needs.

1. Please describe in detail the water resource project(s) that the WaterCorps member will support. *

2. How do the projects relate to improving at risk ecosystems; specifically indicate if it will improve acres of land or miles of rivers? *

3. What skills and training opportunities in water resources will you provide? *

4. In the past, we have occasionally allowed sites to host more than one member at their site. If selected, would you be interested in hosting up to two members? If yes, how would you structure your project work to accommodate both members?

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.

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.

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.

Do you understand that the WaterCorps member will be required to serve a minimum of 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 bi-weekly to certify and track member hours alongside Stewards Staff.

Do you understand that Stewards is the employer of record for the WaterCorps member and is required to be involved in communication surrounding evaluations, performance challenges, or conflict in the workplace? *

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 bi-weekly to certify and track member hours alongside Stewards Staff.

Do you commit to supporting local recruitment and an inclusive hiring process? *

Sites MUST support local recruitment (see Section A. Supervisor Support, Question #6).

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

First Name Last Name

Phone Number

Phone Number

Area Code

Email

example@example.com

Read this before you submit your application...

- Please be patient with the submit button and only click it once. Overclicking it may lead to an error.
- If you encounter an error, use your personalized link to access your application and submit it again. When successful, a "thank you" page will load.
- You will receive an automatic email confirmation after your application submission goes through. If you do not see this email, please check your junk/spam folders.

Thank you for submitting your application to the
2025 BIA WaterCorps Program