AmeriCorps Member Service Description for 2014 – 15 Program Year
Please complete one form per each member position your agency is requesting to host.

Member Name:
(Leave blank – to be filled by ACCESS staff only)

SECTION I

Agency Name: CNNC – Ashton Woods Community Center
County Agency Located in: Guilford

Agency Description: The Ashton Woods Community Center is one of the CNNC projects. The Community Center works to lead immigrant and refugee families to self-sufficiency. The Community Center provides ESOL classes, employment readiness sessions, American cultural education, social and cultural orientation, and after school tutoring at a variety of times at each center throughout the year.

Position Title: Volunteer Recruiter
Service Term: 09/12/2014 – 08/31/2015

The AmeriCorps ACCESS Project's mission is to help immigrants and refugees become self-sufficient. State the Main Purpose of the position to be filled by the AmeriCorps member:

The main purpose of this position is to recruit, coordinate, and supervise volunteers at the Ashton Woods Community center

Physical Service Location: 3954 Hahn’s Lane
Greensboro NC 27405

Agency Mailing Address: 915 W. Lee St.
Greensboro NC 27403

Agency Phone Assigned to Member: 336-763-2682

AmeriCorps Member's Supervisor: Maha Elobeid
Name: Maha.cnnc@uncg.edu
Title: CNNC Director
Phone (extension): 336-256-0354
E-mail address: Maha.cnnc@uncg.edu

AmeriCorps Member’s Supervisor’s Supervisor: Terri Shelton
Name: tislelto@uncg.edu
Title: Vice Chancellor for Research and Economic Development
Phone (extension): 336-256-0232
E-mail address: tislelto@uncg.edu

SECTION II

Please CHECK the type of position to be filled by the AmeriCorps member:

☐ FT (1700 hours)
☐ PT (900 hours)
☒ QT-EAO (450 hours)

Will the member serving in this position be required to provide transportation? ☒ Yes ☐ No

Will the member be required to use their own vehicle? ☒ Yes ☐ No

Will the member receive travel reimbursement (if using own vehicle)? ☐ Yes ☒ No

Will the member serving in this position have recurring access to vulnerable populations? ☒ Yes ☐ No

Vulnerable populations = children age 17 or younger, individuals age 60 or older, or individuals with disabilities. Recurring access = the ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

Member’s weekly schedule: (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).

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ACCESS Minimum Qualifications for this member position:

1. Must be at least 17 years old
2. Must have a high school diploma or GED
3. Must have English proficiency (spoken/written)
4. Must have Computer Skills

Please list AGENCY Minimum Qualifications for this member position:

1. Valid Driver License
2. Good driving record – no reckless driving, no points on license or DWI arrests within the last 7 years
3. Personal vehicle and personal care insurance (valid throughout service year)

Please list the Equipment that the member is expected to use (copier, fax, etc.):

- Computer
- Telephone
- Fax
- Copy machine and scanner

Please use the space provided below to include any additional details about this position:

Travel reimbursement may become available as funding becomes available.

SECTION III

Essential functions are the fundamental job duties:
- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

Please list the Essential Functions (primary job responsibilities) of the position. The Essential Functions are the duties that are fundamental and critical to the position and can only be carried out by the member.

- Recruit volunteers through specific University and other networks
- Provide onsite supervision and management of volunteers
- Demonstrate ongoing appreciation to volunteers and organize end of the semester and end of the year volunteer party
- Work with CNNC Volunteer Coordinator to coordinate volunteers coming to your site
- Greet and orient new and perspective volunteers
- Solicit feedback from volunteers regarding their experience
- Maintain appropriate volunteer tracking system, and University and AmeriCorps required reporting
- Attend Community Centers’ Meetings and work in a team with fellow Community Center Members, interns, and staff

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

**GENERAL PHYSICAL REQUIREMENTS:** Please check ONE description of general physical requirements for this position.

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

**PHYSICAL ACTIVITIES:** Please check ALL physical activities that apply to the essential functions of the position.

- Climbing
- Stooping
- Kneeling
- Crouching
- Reaching
- Standing
- Walking
- Pushing
- Pulling
- Lifting
**Fingering (typing) □ Hearing □ Talking □ Repetitive Motions □ Other: ________________________**

**VISUAL ACUITY:** Please check required visual activities.
- ☑ Computer work
- ☑ Driving
- ☑ Other: ____________
- Reading and writing

**WORKING CONDITIONS:** Please respond about the conditions the worker is subject to in performing the essential functions of the position.
- ☑ The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment).
- □ Other: ____________ The member will be placed in a community center housed in an apartment complex and not an office. However, the member will not be exposed to adverse environmental conditions ________________________

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Please list the Marginal Functions (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the member and can be carried out by others.
- Provide transportation to volunteers as needed
- Assist in providing volunteer training
- Plan and organize an annual employment and community resources fair at the center

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**SECTION IV**

Fundraising Activities – ONLY 10% of member hours can be used towards fundraising activities for the partner agencies. Fundraising activities include:

1) Soliciting donation of goods (clothes, food, school supplies, etc. to be utilized by clients)
2) Soliciting monetary donations (100% of proceeds must go to client related programming)
3) Searching and writing non-federal grants to support program’s service activities. (100% of funds must benefit client related programming.)
4) Planning and organizing fundraising events (car wash, benefit concerts, books, etc.) (100% of ALL proceeds received from events must go to client related programming).

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**SECTION V**

Expectations to be met by the AmeriCorps member including Physical, Emotional, Intellectual Demands:

- Be punctual
- Complete & submit monthly AmeriCorps time sheets, activity logs, quarterly reports, and other documentation within established deadlines for the ACCESS Office, as well as documents/reports required by Service Site
- Maintain ongoing communication with on-site supervisor and ACCESS staff
- Wear AmeriCorps gear, symbol or name tag to identify self as an AmeriCorps member always when in service
- Attend and participate in AmeriCorps trainings, events, and service projects
- Complete the minimum number of service hours and trainings required by the position
- Maintain ongoing, clear and honest communication with other members, staff and interns serving at your site
- Treat all clients with respect and serve in a culturally competent manner
- Review NC Driver’s Manual – if member has out of state driver’s license
SECTION VI

Benefits Available: Please check applicable position.

☐ Full-time with stipend (1700 hours)
   1. Childcare service (must apply & be eligible)
   2. Health insurance free of charge (if eligible)
   3. Interpreter Training (for bilingual members)
   4. Forbearance (Payment Waiver) for outstanding student loans
   5. Interest Accrual Payment by the Corporation for National and Community Service
   6. $5,645 Education Award (equivalent to the Pell Grant)
   7. $12,100 Stipend (paid in 11 monthly installments)
   8. Mileage reimbursement at state rate per each training attended

☐ Part-time with stipend (900 hours)
   1. Interpreter Training (for bilingual members)
   2. Forbearance (Payment Waiver) for outstanding student loans
   3. Interest Accrual Payment by the Corporation for National and Community Service
   4. $2,822 Education Award (equivalent to the Pell Grant)
   5. $6,050 Stipend (paid in 11 monthly installments)
   6. Mileage reimbursement at state rate per each training attended

☒ Quarter-time Education Award Only (450 hours)
   1. Interpreter Training (for bilingual members)
   2. Forbearance (Payment Waiver) for outstanding student loans
   3. Interest Accrual Payment by the Corporation for National and Community Service
   4. $1,493 Education Award (equivalent to the Pell Grant)
   5. Mileage reimbursement at state rate per each training attended

Certification: The activities outlined in the Position Description are within the scope of the approved grant and the operating site/sub-grantee that oversees the selected member(s) has member agreements that contain the required elements and are signed for all members serving at their site.

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