AmeriCorps Member Service Description for 2015 – 16 Program Year

Please complete one form per each member position your agency is requesting to host. Please ensure that ALL sections of the Member Service Description are COMPLETELY filled out.

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

### SECTION I

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Southeast Asian Coalition (SEAC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Agency Located in:</td>
<td>Charlotte, NC</td>
</tr>
<tr>
<td>Agency Description:</td>
<td>SEAC provides immigrant integration programs and services for Southeast Asian communities in North Carolina (Lao, Vietnamese, Cambodian, Hmong, Montagnard and Burmese populations). SEAC services include naturalization and civics services for adults, as well as tutoring, mentoring, and leadership development for children of refugees. SEAC services aim to create self-sustainability and empowerment for refugee communities in North Carolina.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Citizenship Outreach Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Term:</td>
<td>09/11/2015 – 08/31/2016</td>
</tr>
</tbody>
</table>

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 Citizenship Outreach Coordinator position will assist eligible refugees and immigrants in transitioning from green card holders (Permanent Residency) to full fledged citizens. The Citizenship Outreach Coordinator will be responsible for two parts: direct client contact for citizenship services, and volunteer recruitment and coordination to directly serve these clients with the process of obtaining citizenship status.

<table>
<thead>
<tr>
<th>Physical Service Location:</th>
<th>4938 Central Avenue #101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Charlotte</td>
</tr>
<tr>
<td>City</td>
<td>NC</td>
</tr>
<tr>
<td>Zip Code</td>
<td>28205</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Mailing Address:</th>
<th>4938 Central Avenue #101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Charlotte</td>
</tr>
<tr>
<td>City</td>
<td>NC</td>
</tr>
<tr>
<td>Zip Code</td>
<td>28205</td>
</tr>
</tbody>
</table>

| Agency Phone Assigned to Member: | 704 531 3853 |

<table>
<thead>
<tr>
<th>AmeriCorps Member’s Supervisor:</th>
<th>Cat Bao Le</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td><a href="mailto:catbaole@gmail.com">catbaole@gmail.com</a></td>
</tr>
<tr>
<td>Phone (&amp; extension)</td>
<td>704 531 3853</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AmeriCorps Member’s Supervisor’s Supervisor:</th>
<th>Whitney Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td><a href="mailto:wsmith@latinamericancoalition.org">wsmith@latinamericancoalition.org</a></td>
</tr>
<tr>
<td>Phone (&amp; extension)</td>
<td>704 677 2972</td>
</tr>
</tbody>
</table>

### SECTION II

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

- [x] FT (1700 hours)
- [ ] PT (900 hours)
- [ ] QT-EAO (450 hours)

Will the member serving in this position be required to provide transportation? [x] Yes  [ ] No

Will the member be required to use their own vehicle? [x] Yes  [ ] No

Will the member receive travel reimbursement (if using own vehicle)? [x] Yes  [ ] No

Will the member serving in this position have recurring access to vulnerable populations? [x] 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).

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 am – 5pm</td>
<td>9 am – 5pm</td>
<td>9:30 am – 2pm</td>
<td>5:30 am – 8 pm</td>
<td>Occasionally</td>
<td></td>
</tr>
</tbody>
</table>

ACCESS Minimum Qualifications for Program Participation :
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. Must have a 4 year college degree
2. Must have some familiarity with immigrant/refugee communities
3. Must have basic knowledge of spreadsheets (i.e. particularly google documents, excel, etc.)
4. Must be comfortable with speaking with and approaching strangers for volunteer and/or client recruitment
5. Must have a valid driver license and a personal car insurance throughout AmeriCorps service term
6. No DWI arrests and reckless driving records for the past 5 years
7. Ability to drive a 12 passenger van
8. Preferred fluency in one or more Southeast Asian languages specified: Bunong, Burmese, Khmer, Hmong, Jarai, Koho, Lao, Vietnamese, Rhade

Please list the Equipment that the member is expected to use (copier, fax, etc.):
- Computer
- Telephone
- Fax
- Copy machine/scanner

Please use the space provided below to include any additional details about this position:
The Citizenship Outreach Coordinator is ideal for those who enjoy one-on-one interactions with community members. The position requires a candidate who can effectively communicate the benefits of becoming citizens, as well as demonstrates a culturally attuned approach to doing so. The Citizenship Outreach Coordinator should be very comfortable speaking with strangers, building trust, and conducting grassroots outreach to recruit clients.

This position is ideal for someone who is enthusiastic, driven, meticulous, eager to learn, hard working and comfortable recruiting volunteers for large-scale events. A passion for working with low-income underserved populations is also recommended.

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.
- Schedule appointments for clients to complete the naturalization application
- Explain the naturalization process to clients in-language (when appropriate), to provide an accurate understanding of the naturalization process overall.
- Schedule ESL/Civics classes for clients
- Assist clients in filling out naturalization applications (N400), fee waiver applications (I912), and other related applications for ESL/Civics
courses
• Document all services and clients who received SEAC citizenship services
• Recruit volunteers to assist clients in form-filling the application for naturalization (form N400)
• Manage and train volunteers including: developing job responsibilities, supervising, and tracking of volunteers and volunteer hours

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 (tying) ☐ Hearing ☐ Talking ☐ Repetitive Motions ☐ Other:

VISUAL ACUITY: Please check required visual activities.
☐ Computer work ☐ Driving ☐ Other: _________________________________________________________

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: ____________________________________________________________________________________

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.
• Transport volunteers to locations where citizenship related workshops are held
• Conduct community outreach to promote SEAC citizenship services and to recruit citizenship participants
• Physically able to set up tables and chairs (25lbs)

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).

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 Demonstrate cultural sensitivity in working with clients from a wide range of backgrounds
• Be willing to work a flexible schedule including occasional evening, weekend and early morning work
• Be a self-starter and demonstrate flexibility
• Be emotionally stable and have good communication skills when personal issues arise
• Be committed and enthusiastic about the mission of the work
• Be driven, eager to learn, and comfortable trying new approaches to the work
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. $5,730 Education Award (equivalent to the Pell Grant)
7. $12,530 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. $2,865 Education Award (equivalent to the Pell Grant)
5. $6,265 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. $1,515.55 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.

| Khouan Rodriguez       |  |  |
|------------------------|  |  |
| AmeriCorps Program Director | AmeriCorps Program Director Signature | Date |