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

| Agency Name: | Durham County Library |
| County Agency Located in: | Durham |

**Agency Description:** Durham County Library is a fully accessible library. We provide library cards, computer services and classes (EN & SP), meeting and study rooms, older adult & shut in services (OASIS), bookmobile, ESOL classes, books/eBooks/audio/videos/magazines in Spanish and English, citizenship courses (live and online), 4 part employment training (EN & SP), interlibrary loans, bilingual story time, and story time in other languages (Spanish, Korean, Mandarin), and services to the differently abled.

| Position Title: | Employment Facilitator/Volunteer Coordinator |
| Service Term: | 09/11/2015 – 08/31/2016 |

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 Employment Facilitator/Volunteer Coordinator will be responsible for facilitating on-going employment courses, recruit and manage volunteers to assist with various programs offered by the library.

| Physical Service Location: | DCo Library, Main – 300 N. Roxboro St Durham NC 27701 |

| Agency Phone Assigned to Member: | 919.560.0157 |

| AmeriCorps Member’s Supervisor: | Yamile Nazar Hispanic Services Coordinator |
| Name | ynazare@dconc.gov |
| E-mail | ynazare@dconc.gov |
| Phone | 919.560.0157 |
| Extension | |
| Fax | |

| AmeriCorps Member’s Supervisor’s Supervisor: | Terry Hill Deputy Director |
| Name | tthill@dconc.gov |
| E-mail | tthill@dconc.gov |
| Phone | 919.560.0164 |
| (& extension) | |

### 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? [ ] Yes [x] No

Will the member be required to use their own vehicle? [x] 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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<tr>
<th></th>
<th>Monday</th>
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<th>Wednesday</th>
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<th>Saturday &amp; Sunday</th>
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</thead>
<tbody>
<tr>
<td>Time</td>
<td>8:30 am – 5:00 pm</td>
<td>8:30 am – 5:00 pm</td>
<td>8:30 am – 5:00 pm</td>
<td>8:30 am – 5:00 pm</td>
<td>8:30 am – 5:00 pm</td>
<td>Occasionally</td>
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</tbody>
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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. Speak, read, write Spanish fluently
2. Ability to type at least 35 wpm
3. Ability to have professional conversations on telephone and in person
4. Comfortable with public speaking
5. Be punctual

Please list the Equipment that the member is expected to use (copier, fax, etc.):
- Computer
- Telephone
- Fax
- Ability to use Microsoft Office (Word, Outlook, Publisher, PowerPoint)

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

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.

- Review employment course materials & provided feedback, course presentation, & teach courses. The course will be provided for one hour, four times per month, every other month (depending on demand).
• Conduct community outreach to promote employment courses to the immigrant community.
• Maintain all student attendance records.
• Conduct student orientation & assessment.
• Recruit, train, and manage volunteers to assist with library programs and special events.

• Coordinating the following 3 events:
  o Día de los Niños/ Día de los Libros (Day of the Children/Day of the Books): Assist with identifying and securing entertainment; authors, storytellers, characters; Recruit volunteers, English and Spanish speakers, bilinguals; Identify human services agencies who desire to reach out to ESL residents; Promote Library services and resources at event; Deliver bilingual story time; Assist with identifying local businesses potentially willing to sponsor and actively engage the Spanish-speaking community at event.
  o Soy un Líder (I am a Leader), Durham: Assist with marketing conference to Latino teens in Durham Public Schools; Facilitate a session on how to access higher education, in English
  o Patrimonio Histórico de Latinos (Hispanic Heritage): Promote event, widely; Assist with the development of marketing materials (image ideas, placement of ideas); Visit local businesses, churches and other areas where ESL speakers frequent, promote programs.

• Conduct community outreach to promote library programs, services and special events.

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 ☐ Stoop ing ☐ 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: __________

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 materials, such as, flyers, books, giveaways
• Provide pre-approved interpretation services as needed and as available

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
- Assist with the development of marketing materials, provide input

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.

<table>
<thead>
<tr>
<th>Khouan Rodriguez</th>
<th>AmeriCorps Program Director</th>
<th>AmeriCorps Program Director Signature</th>
<th>Date</th>
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