AmeriCorps Member Service Description for 2019 – 20 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:	**Catholic Charities Diocese of Charlotte**	**County Agency Located in:**	**Mecklenburg**
Position Title:	**Program Assistant**	**Service Term:**	**09/13/2019 – 08/31/2020**

State the Main Purpose of the position to be filled by the AmeriCorps member:

The Program Assistant will work closely with the Volunteer Coordinator, Case Coordinators, and youth program staff to recruit, train, supervise, and retain volunteers. Additionally, the Program Assistant will provide direct services to refugees participating in the youth program and citizenship class.

28203

Physical Service Location:	**1123 S Church St**	**Charlotte**	**NC**	**28203**
	Street Address	*City*		*Zip Code*
Agency Mailing Address:	1123 S Church St	**Charlotte**	**NC**	**28203**
	Street Address	*City*		*Zip Code*

Agency Phone Assigned to Member:	**704-370-3242**		
	Phone	*Extension*	*Fax*

LRWalker@charlottediocese.org	**Lashonda Walker**	
	Name	*Title*
	LRWalker@charlottediocese.org	*704-370-3397*
	E-mail address	*Phone (& extension)*

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

NOTE: If transportation is required, the applicant must: 1) Have a valid driver license; 2) Have reliable transportation; 3) Have valid auto insurance throughout the service term; and 4) Have a good driving record (no DWI arrest, no reckless driving records within last 5 years).

Language Requirement: Is the member required to bilingual?	☐ Yes ☒ No
If so, what language(s) is/are required?	
Does this AmeriCorps position displace a staff position at your agency?	☐ Yes ☒ No

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
10:00-6:00	**10:00-6:00**	**10:00-6:00**	**10:00-6:00**	**10:00-6:00**	**Occasionally**

Minimum Qualifications: To participate in the AmeriCorps ACCESS Project, applicants must: Be at least 17 years old, Have a High School Diploma or GED, Have English proficiency (spoken/written), Have computer Skills, and meet any additional requirements as determined by the site agency (see below).

1. **Experience working with diverse cultures, particularly immigrants and refugees preferred.**

Equipment member is expected to use (copier, fax, etc.):
• Computer • Telephone • Fax • Copier • Car

Additional details about this position:
N/a

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, train, and manage volunteers to assist with the Youth and Citizenship classes.**
• **Plan, lead, and oversee youth after-school activities to be carried out by volunteers.**
• **Identify and enroll students/ families in youth services.**
• **Maintain service documentation and reports of services provided to clients.**
• **Keep site supervisor informed of special client needs, frustrations, successes, and /or failures as pertinent in case progress toward self-sufficiency.**
• **Maintain attendance record of volunteers, volunteer hours, and daily activity logs.**
• **Participate in outreach/advocacy activities to engage and educate community members and encourage volunteerism**
• **Collect quarterly report cards from students receiving education services (i.e. tutoring, mentoring, homework assistance, etc.).**
• **Communicate with parents regarding their child(ren)'s progress through home visits.**
• **Ensure communication occurs between parents with school staff and teachers.**
• **Educate parents on U.S. educational cultural norms one-on-one.**
• **Connect parents and the local school to address student development and student concerns through** • **visits to the school.**
• **Meet with students on a continuous basis to provide individualized tutoring and support.**

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.
• Conduct Disaster Preparedness workshop(s) for a total minimum of 15 participants
• Plan and teach citizenship classes when volunteers are not available.

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: _____
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: _____

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 to service site & ACCESS trainings; Complete & Submit monthly time sheets and other documentation by established deadlines; Maintain ongoing communication with site supervisor & ACCESS staff; Wear AmeriCorps gear (t-shirt, name tag and/or pin) 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 services hours and trainings required by the position; and any Service Site-Specific expectations outlined below:

- Give site supervisor advance notice of expected absences.
- Complete & submit in a timely fashion documents/reports required by service site.

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. Education Award (equivalent to the Pell Grant as determined by CNCS)
7. $13, 992 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. Education Award (equivalent to half of the Pell Grant as determined by CNCS)
5. $6,996 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. Education Award (equivalent to one quarter of the Pell Grant as determined by CNCS)
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***