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:	**Glen Haven Community Center**	**County Agency Located in:**	**Guilford**
Position Title:	**Education Specialist**	**Service Term:**	**09/13/2019 – 08/31/2020**

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

The main purpose of the Education Specialist is to teach US cultural norms classes and provide educational support to the students participating in the after-school program.

Physical Service Location:	**424 Greenbriar Rd Apt E & F**	**Greensboro**	**NC**	**27405**
	Street Address	*City*		*Zip Code*
Agency Mailing Address:	**915 W. Gate City Blvd., Suite A**	**Greensboro**	**NC**	**27403**
	Street Address	*City*		*Zip Code*

Agency Phone Assigned to Member:	**336-312-6444**		
	Phone	*Extension*	*Fax*

AmeriCorps Member's Supervisor:	**Elizabeth Biddle**	**Senior Program Coordinator**
	Name	*Title*
	Lizzie.cnnc@uncg.edu	*336-256-1480*
	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
3pm – 7pm		3pm – 5pm		3pm – 7pm	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.	**Have experience working with Adults and Youth from a variety of backgrounds**
2.	**Experience working with immigrant and refugee populations preferred**
3.	**Speaking another language is not required but is helpful – Arabic, French, Burmese, Swahili or Kinyarwanda and/or Nepali.**

Equipment member is expected to use (copier, fax, etc.):

- Computer
- Telephone
- Fax
- Copier and scanner
- Email

Additional details about this position:

- **Funds for partial mileage reimbursement is available for use of personal vehicle.**
- **Experience teaching a class is not required but is helpful**
- **Speaking another language is not required but is helpful – Arabic, French, Burmese, Swahili or Kinyarwanda.**
- **Experience with immigration and adjustment of status is a plus**
- **Schedule can be adjusted**

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.

- **Provide Cultural Orientation related classes to clients including US norms, healthy homes, healthy relationships, etc**
- **Conduct interviews to assessment education needs and register clients to classes**
- **Maintain appropriate client database**
- **Attend skills trainings and information sessions as it relates to this position**
- **Support tutoring program by providing individualized youth tutoring and communicate with parents on youth progress**
- **Communicate with partner agencies, volunteers and fellow team members regarding services to clients, daily schedule, program changes, program needs, etc.**
- **Keep site supervisor informed of special client needs.**

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
- Schedule and work with interns and partner agencies to coordinate adult workshops
- Attend and represent agency at events and resource fairs related to the essential functions above.
- Prepare educational and promotional materials (i.e., newsletters, flyers, and bulletins) related to the essential functions above
- Maintain long-term positive relationships with other organizations providing related services
- Work in a team

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_____
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_____

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:

- Treat all clients with respect and serve in a culturally competent manner
- Be able to work in fast paced environment
- Be a strong verbal communicator and be willing to work closely with others in a community center
- Be detail oriented and well-organized
- Have a flexible schedule
- Be comfortable working out in the community and going into client's homes
- Can take initiative
- Can build rapport with clients, families and potential employers
- Meet weekly and monthly with team members including site team and larger community centers team members

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***