



AmeriCorps
North Carolina

AmeriCorps Member Service Description for 2021 – 22 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:	
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(Leave blank – to be filled by ACCESS staff only)

SECTION I				
Agency Name:	Transplanting Traditions Community Farm	County Agency Located in:	Orange County	
Position Title:	Educational Program Coordinator	Service Term:	9/9/2021 – 08/31/2022	
State the <u>Main Purpose</u> of the position to be filled by the AmeriCorps member:				
<p>Transplanting Traditions Community Farm (TTCF) provides refugee adults, youth, and children access to land, healthy food, and agricultural education and economic opportunities. The farm provides a culturally relevant community space for families to come together, build healthy communities and continue agricultural traditions in the Piedmont of NC. As part of our programs, TTCF provides summer camp and enrichment/tutoring support to refugee families at the farm. The purpose of the children's program is to increase academic success and environmental and cultural awareness for refugee youth from Burma. Additionally, this program seeks to provide a safe and convenient childcare option for refugee farmers to allow them more time to grow their farm businesses and increase their skills and knowledge in specific areas. This role will provide support and coordination for the children's summer camp, after-school enrichment activities, as well as adult educational opportunities such as ESL.</p>				
Physical Service Location:	2912 B Jones Ferry Road	Chapel Hill	NC	27516
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
Agency Mailing Address:	PO Box 394	Carrboro	NC	27510
	<i>Street Address</i>	<i>City</i>		<i>Zip Code</i>
Agency Phone Assigned to Member:	To be determined		None	
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>	
AmeriCorps Member's Supervisor:	Elly Goetz	Associate Director		
	<i>Name</i>	<i>Title</i>		
	<i>egoetz@transplantingtraditions.org</i>	<i>919-998-6443</i>		
	<i>E-mail address</i>	<i>Phone (& extension)</i>		

SECTION II	
Please CHECK the type of position to be filled by the AmeriCorps member:	
<input type="checkbox"/> FT (1700 hours)	<input checked="" type="checkbox"/> PT (900 hours)
Will the member serving in this position be required to provide transportation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Will the member be required to use their own vehicle?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will the member receive travel reimbursement (if using own vehicle)?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If so, what language(s) is/are required?</i>	
Does this AmeriCorps position displace a staff position at your agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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
TBD - The schedule may vary based on the needs of the participants, but most programming and activities will take place on Monday, Wednesday or Fridays. In the summer, camp hours will be in the mornings on those days and during the school year in the afternoons.					Occasionally

<p>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).</p> <ul style="list-style-type: none"> • Prior experience working with children of various ages • Able to adapt and learn from and work with adults and children speaking different languages • Engaging and fun personality and willing to play with children • English language skills or background or willingness to learn • Skilled and patient with managing challenging situations and behaviors • Organized and able to plan • Able to communicate clearly and effectively • Comfortable with outdoors and nature • Works well independently, self-starter
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<p>Equipment member is expected to use (copier, fax, etc.):</p> <ul style="list-style-type: none"> • <u>Computer</u> • <u>Telephone</u>
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<p>Additional details about this position:</p> <p>None</p>

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.

<p>Please list the <u>Essential Functions</u> (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.</p>
• Help maintain attendance and progress information/data
• Develop and facilitate activities and topics for each session
• Provide tutoring and educational support services to students (K-5 th graders) and parents
• Help prepare and set-up learning and play spaces each day
• Compile needed materials and supplies
• Communicate regularly with parents regarding expectations, challenges, successes
• Check-in with staff coordinator and AmeriCorps supervisor regularly/weekly
• Prepare reports and pictures on activities
• Supervise students and volunteers
• Develop and conduct elementary educational activities
• Facilitate cooperative and free play between the students

- Help maintain clean and organize spaces for program activities

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.

- Attend meetings with other staff members
- Conduct progress survey/assessment
- Coordinate and management volunteers to assist with program activities and supervision of students
- Collect report cards from students/parents

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

- All fundraising activities MUST BE PRE-APPROVED by the NC Commission.
- 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:

- Be punctual in showing up for work each day
- Arrive at least 15-20 minutes students/parents arrive
- Treat children, parents, participants, staff and co-workers with respect and communicate clearly with them.
- Do not leave children unattended at any time.
- Never hit, spank, or cause physical harm to children.
- Do not have any visitors while caring for children, except with prior notification and approval
- Do not release children from their care to anyone besides parents without prior authorization
- Carry emergency contact information at all times.
- Limit phone usage
- Practice water safety and remain aware and alert at all times when children are in/near water
- Maintain a professional relationship with children, parents and adults and avoid unsupervised one-on-one
- Do not allow screen time for children (televisions, iPads, phones, video games, etc.) unless permitted or advised by parents.
- Do not smoke, consume alcohol or drugs prior to or while working

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. Up to \$15,100 Stipend (paid in 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. Up to \$7,550 Stipend (paid in monthly installments)
6. 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

<i>AmeriCorps Program Director</i>	<i>AmeriCorps Program Director Signature</i>	<i>Date</i>
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