



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.

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| 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: | Youth 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. One of our programs include the Refugee Youth Leadership Program. The goals of the youth program are to provide opportunities for refugee youth to develop leadership skills while exploring the complexities of their cultural identities and the inequity created barriers that undermine the success of their communities and families. The program's leadership development model focuses on three key areas; public speaking, activism and justice focused educational opportunities and arts based cultural exploration. The role of the AmeriCorps member will be to help further develop and improve the youth program and be a support and mentor to participating youth.</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> | | |
| | egoetz@transplantingtraditions.org | 919-998-6443 | | |
| | <i>E-mail address</i> | <i>Phone (& extension)</i> | | |

| SECTION II | |
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| 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 checked="" type="checkbox"/> Yes <input 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 – | | | | | <u>Occasionally</u> |
| The schedule may vary based on the needs of the participants, most likely activities will be in the afternoons during the school year and occasional weekends. During the summer for short periods of time there may be morning sessions or full-days. | | | | | |

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| <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 youth or young people • Able to adapt and learn from and work with youth speaking different languages • Engaging and fun personality • 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> |
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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.

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| <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> <ul style="list-style-type: none"> • Help maintain group attendance and progress information • Develop and facilitate activities and leadership opportunities for youth (middle and high students) • Provide tutoring and educational support services to youth and parents • Help prepare and set-up for meetings or youth activities or educational opportunities • Compile needed materials and supplies for sessions or activities • Communicate regularly with youth • Check-in with staff coordinator and AmeriCorps supervisor regularly/weekly • Prepare reports and pictures on activities • Supervise students and volunteers • Facilitate a safe, respectful, non-discriminatory environment for youth |
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- Help develop and coordinate activities, meetings, workshops
- Support youth and their parents to connect with resources
- 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.

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| GENERAL PHYSICAL REQUIREMENTS: <i>Please check ONE description of <u>general physical requirements</u> for this position.</i> | <input type="checkbox"/> Sedentary work <input type="checkbox"/> Light work <input checked="" type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work |
| PHYSICAL ACTIVITIES: <i>Please check ALL <u>physical activities</u> that apply to the <u>essential functions</u> of the position.</i> | <input type="checkbox"/> Climbing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input type="checkbox"/> Pushing <input type="checkbox"/> Pulling <input type="checkbox"/> Lifting <input checked="" type="checkbox"/> Fingering (typing) <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Other: _____ |
| VISUAL ACUITY: <i>Please check <u>required visual activities</u>.</i> | <input checked="" type="checkbox"/> Computer work <input checked="" type="checkbox"/> Driving <input type="checkbox"/> Other: _____ |
| WORKING CONDITIONS: <i>Please respond about the conditions the worker is subject to in performing the <u>essential functions</u> of the position.</i> | <input checked="" type="checkbox"/> The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment). <input type="checkbox"/> 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 youth/parents arrive
- Treat youth, parents, staff and co-workers with respect and communicate clearly with them.
- Do not have any visitors while working with youth, except with prior notification and approval
- Carry emergency contact information at all times
- Limit phone usage
- Do not smoke, consume alcohol or drugs prior to or while working with youth
- Do not engage in any romantic or intimate relations with participants

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.

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| Khouan Rodriguez | | |
| <i>AmeriCorps Program Director</i> | <i>AmeriCorps Program Director Signature</i> | <i>Date</i> |