

GLOSSARY OF TERMS

Administrative Staff - Refers collectively to the region director, deputy region directors, unit leaders, and other support personnel located in the administrative office.

AmeriCorps - The national service initiative that engages nearly 70,000 individuals in full and part-time through NCCC, VISTA, and more than 600 state, local and national nonprofit organizations.

AmeriCorps NCCC members - This term refers to all members and team leaders assigned to AmeriCorps NCCC.

CTI - Corps Member Training Institute. This refers to the first four weeks of training for all AmeriCorps NCCC members. It is a time of preparation and readiness for the months of service ahead.

Deputy Region Director for Operations - This person reports to the region director and is responsible for overall day-to-day management of the AmeriCorps NCCC campus and logistical support for campus facilities and equipment, projects and members.

Deputy Region Director for Programming - This person reports to the region director and is responsible for development of project proposals, training and member development, selection of projects, initial planning for work sites, and confirming project accomplishment.

Headquarters - The AmeriCorps NCCC staff at the Corporation for National and Community Service in Washington, D.C.

ILP - Individual Learning Plan. All members and team leaders, with staff assistance, are required to develop and complete a learning plan.

On-Site - Refers to activities conducted at a project site.

POV - Privately Owned Vehicles (i.e., your car).

Region Director - The administrative head of the AmeriCorps NCCC campus reporting directly to the director of AmeriCorps NCCC in Washington, D.C.

Spikes - Projects that require teams to travel and live away from the campus for the duration of the project - usually 6-8 weeks. Approximately 70% of all projects or two to three of the five projects completed by a team are spikes.

Spike Housing - The housing facility and boundaries designated by the team leader when teams are on a service project away from campus.

Staff on Duty - Two staff members who are "on-call" at all times and can be reached by cell phone. Duty schedules and phone numbers are distributed to all members and staff.

Team - The primary entity for each member. Every member has been assigned to a team with an assigned team leader. Teams train, travel, and work together.

Team Leader - The immediate supervisor of members. Team leaders are responsible for the safety, well-being, productivity, and personal development of each member assigned to their team.

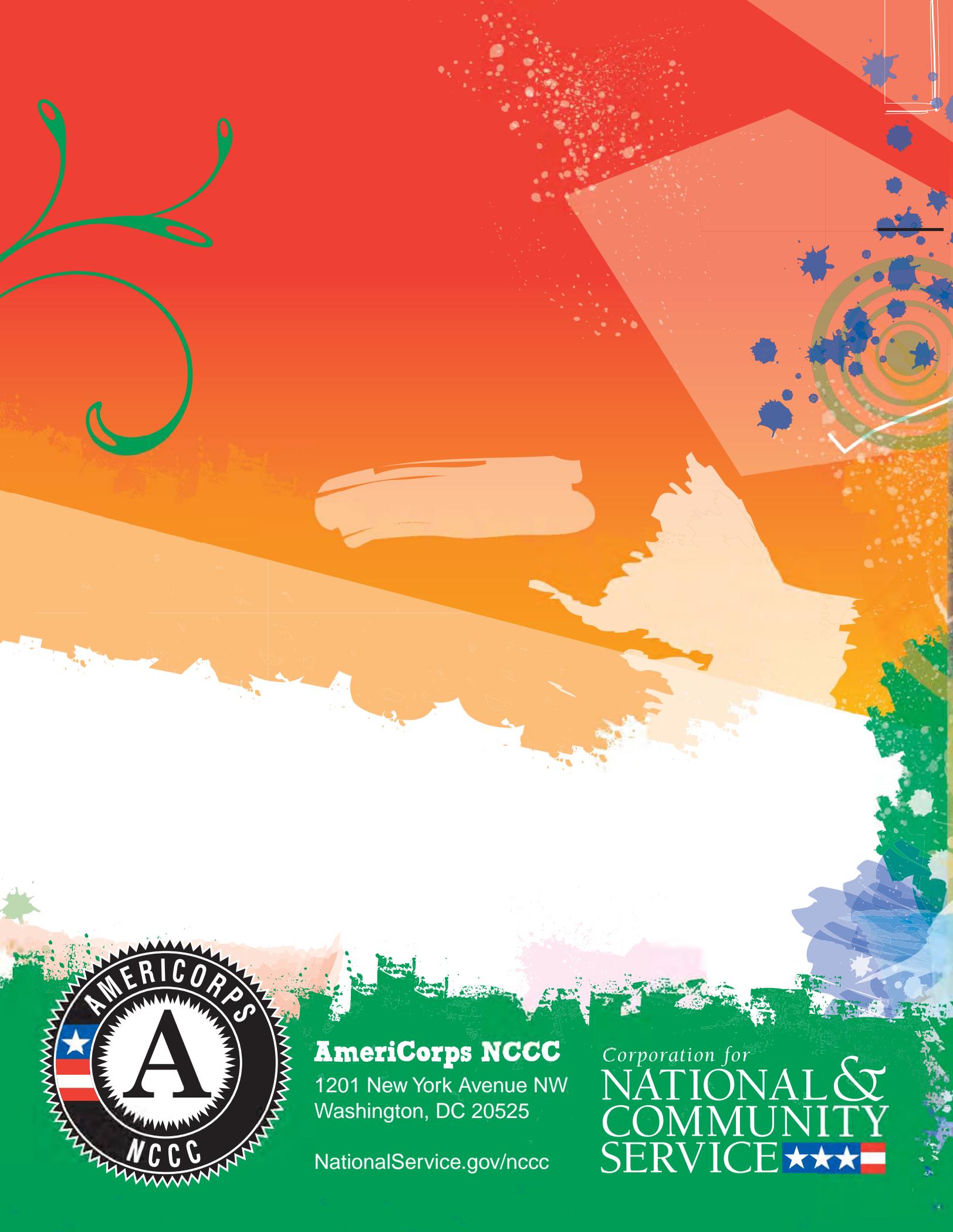
Unit - Five to seven teams compose one unit. At times, units will train for and travel to projects together. Much of the training during CTI will be accomplished within the unit structure.

Unit Leader-The AmeriCorps NCCC staff member responsible for his or her assigned members, and the activities of the entire unit. The unit leader is involved in planning most of the details for work and how it is to be accomplished at individual project sites and is also the first-line supervisor of team leaders.

Resource Manager - responsible for campus budget development and execution, financial management policy and implementation, all areas of procurement and contract support related accounting areas, travel management, debit cards and other resource driven campus operations.

Member Support Specialist - responsible for the management of the member Information System (MIS) in the My AmeriCorps Portal for all enrollment/exit information, supports the administration of all human resource actions affecting member personnel, coordinates travel arrangements for members.





AmeriCorps NCCC

1201 New York Avenue NW
Washington, DC 20525

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