MEMBER POSITION DESCRIPTION OUTLINE

This outline is a training tool designed to help new AmeriCorps program staff create a strong member position description. It will be most helpful when used alongside the Grant Terms and Conditions, AmeriCorps Regulations, and other CNCS-specific guidance. The outline is for reference only; it does not contain citations for all AmeriCorps grant or program requirements. Additional information on member position descriptions may be found on the National Service Knowledge Network: http://www.nationalservice.gov/resources.

Guidance documents referenced in this outline (available at http://www.nationalservice.gov/build-your-capacity/grants/managing-americorps-grants):

- **AC = Terms and Conditions for AmeriCorps State and National Grants**
- **45 CFR = AmeriCorps Regulations**
- **FAQ = AmeriCorps State and National Policy Frequently Asked Questions**

A member position description is a required component of the member service agreement. It should accurately, completely, and specifically describe the activities to be performed by each AmeriCorps member. Each AmeriCorps member enrolled in the Member Portal must have a position description on file before she/he begins service. Member position descriptions must also be available for inspection by CNCS, state commission, tribal or national program staff, and as part of an audit or investigation of the CNCS Office of Inspector General.

SECTION	REQUIREMENTS	RECOMMENDATIONS/ BEST PRACTICES
AMERICORPS MEMBER NAME	N/A	• Include member's full name as listed on formal documentation.
AMERICORPS MEMBER POSITION TITLE	N/A	• Identify a brief, specific title (1-3 words) of the service which accurately reflects the content, purpose, and scope of the member service position. • Do not use the title AmeriCorps Member; this does not provide sufficient detail of the member's service.

PROGRAM	N/A	• Provide the AmeriCorps program name and location. • The program name should match the program name approved by CNCS and listed on the Notice of Grant Award.
SITE LOCATION	N/A	• Identify the specific program location and/or service sites(s) where a member will complete his or her service. Include the full address of the program and site(s), if applicable. • Clearly distinguish the AmeriCorps program name and location from the member's service site name and location, if appropriate for the program design.
PURPOSE	N/A	• Define the broad purposes that the program is aiming to achieve, describe the community the program is designed to serve, and state the values and guiding principles which define its standards. • Provide a brief (1-3) sentences) summary of the purpose of member service by outlining the duties and responsibilities of the member and how this role connects within the organization.

DESCRIPTION OF DUTIES	• Confirm that the member duties are not prohibited activities as outlined in 45 CFR §2520.65. • Confirm that the AmeriCorps member position description follows the requirements related to supplementation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f). • Confirm that the member position description clearly describes recurring access to vulnerable populations as outlined in 45 CFR §2510.20. • Confirm that duties meet the requirements of members as Team Leaders, if relevant for the program design (AmeriCorps FAQ C.56).	• A member position description should provide meaningful service activities and performance criteria that are appropriate to the skill level of members. • Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. • Clearly delineate between "essential" functions and "non-essential" functions in alignment with the Americans with Disabilities Act. • Do not include vague activity descriptions such as "other duties as assigned."

QUALIFICATIONS	• At a minimum, members must be high school graduates, GED recipients, working toward attaining a high school diploma or GED during their term of service. Members must agree to obtain either a diploma or GED before using an education award.
	• Include the full list of member eligibility requirements in 45 CFR §2522.200(a).
	• Confirm that member agrees to provide information to establish eligibility and to complete a
		• List minimum qualifications, training, or experience requirements to be successful in the position.
		• In addition to the AmeriCorps requirements, programs may require specific knowledge, qualities (e.g., age), or experience that members must possess in order to successfully complete the service assignment.
		• Identify the specific areas of knowledge, skills, and abilities required for members to be successful in service and to be qualified for the position.
		  ○ Knowledge: Describe commonly known principles required to perform the service position and any background information that is applied directly to the performance of a function.
		  ○ Skills: Describe measurable skills needed to perform

	National Criminal History Check as outlined in 45 CFR §2522.202.	the service position, including technical and/or interpersonal skills. o Abilities: Describe measurable competencies or other qualities needed to perform the service position.
TERM OF SERVICE	• Confirm that the position description follows requirements in AC, IV.E, AC V.A.	• Provide the start/end date commitments required to successfully complete the term of service and be eligible for the education award. These dates should match the service term dates in the Member Portal. • Include the classification, per AmeriCorps statute, of the member's term of service (e.g., full-time, half-time, etc.). This classification is linked to the amount of the education award that will be available upon successful completion of the term of service. • Confirm that member has sufficient opportunity to fulfill the term of service including holidays, time off, and missed hours.
TIME REQUIREMENTS	• Confirm that member training hours meet the requirements of 45 CFR §2520.50.	• Include the days and hours of the week that the member will be expected to serve most commonly while in the position. Be as specific as possible (e.g., Monday – Friday 8:30 am – 5:00 pm). • Include requirements for members to participate in events such as national, state, or local service projects or events as part of the service.
ORIENTATION AND TRAINING	N/A	• Member orientation, training, and development will vary by program and by member role. • Briefly describe the orientation process for members including training on AmeriCorps prohibited and unallowable activities.

		• Identify the professional, personal, or service-related member development activities and training that a member might engage in during and in addition to his or her service.
BENEFITS	• Amount of the Segal AmeriCorps Education Award being offered for successful completion of the term of service in which the individual is enrolling (AC V.B.3) • Amount of the living allowance the member will earn if applicable (AC VIII.A) • Healthcare coverage, if applicable (AC VIII.D) • Childcare coverage, if the member qualifies (AC VIII.E and 45 §CFR 2522.250) • Student loan forbearance and interest payments, if the member qualifies (FAQ G.7)	• Provide the tangible and intangible benefits of AmeriCorps service. Tangible benefits include the member living allowance (if provided in the program), the education award, student loan forbearance, etc. • Include intangible benefits such as making a difference in a community, being part of a dedicated service team, etc. • Include the benefits available for AmeriCorps alumni: http://www.nationalservice.gov/special-initiatives/employers-national-service/alumni. • Include information on the Public Service Loan Forgiveness Program: http://www.consumerfinance.gov/askcfpb/641/what-public-service-loan-forgiveness.html.
EVALUATION AND REPORTING	• Include the member performance evaluation requirements in the grant year terms and conditions (AC V.E).	• Provide members with the criteria and timeline for evaluating their performance. • Performance evaluations are intended to be a mutual exchange of information that informs the program's service delivery and helps the member successfully complete the term of service. • Include reporting requirements (e.g., bi-weekly timesheets, monthly data reports, quarterly narrative reports).

SUPERVISOR NAME AND CONTACT INFORMATION	N/A	• Provide the name, job title, and contact information of the member's immediate supervisor. In some cases, there may be two supervisors: the AmeriCorps program supervisor and the service site supervisor.
OTHER CONSIDERATIONS	N/A	• Include signature lines for both the member and supervisor(s) to indicate that they have read and understand the member position description. • Include the date the position description was edited/finalized by the AmeriCorps program staff. • Review guidance related to the employment status of AmeriCorps members: http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-americorps-members. • Review guidance on AmeriCorps branding and messaging: http://www.nationalservice.gov/documents/americorps-state-and-national/2015/americorps-branding-and-messaging-guidance.