



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE

<<NAME OF PROGRAM>>

<<Position Title>>

Position Description

<<PARAGRAPH PROVIDING GENERAL PROGRAM OVERVIEW>>

<<PARAGRAPH PROVIDING OVERVIEW OF ANY SPECIFIC COMPONENT OF PROGRAM RELEVANT TO POSITION>>

<<PROGRAM NAME>> will engage <<NUMBER>> AmeriCorps members to work between <<DATES>> at <<LOCATION>>. <<Include here a general statement of the role and value of AmeriCorps in the program, if AmeriCorps member will be expected to attend training, participate in other service activities, etc.>>

Attitude and General Responsibilities

<<List general responsibilities, such as>>:

- Accept responsibility for . . .
- Support program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits, including getting sufficient rest, to effectively perform the position requirements.
- Respect confidentiality of <<clients>>, staff, and AmeriCorps members.
- Learn camp emergency procedures and follow emergency instructions if necessary.
- Report any accidents, illness, or sickness to <<appropriate person>>

Program leadership

<<For example>>:

- Provide ideas for, plan and lead . . .
- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Assist AmeriCorps members and staff in programming and activities that are during times you are available.
- Train and assist volunteers.

Program-specific duties

- <<List out primary duties and work that must be completed. Try to keep the list to 5 – 8 items.>>

Citizenship training and responsibilities

<<For example>>

- Participate in AmeriCorps training and events as required and requested by the <<state commission>>.
- Participate in and complete AmeriCorps citizenship training.
- Participate in community service activities.

Program training

<<List required training such as>>:

- Participate in orientation training.
- Participate in <<specific training, such as first aid, reading tutoring, etc.>>

Work schedule: AmeriCorps <<job title>> are expected to work <<work hours>> and participate <<list additional activities, events, weekends and other commitments members will be required to attend, such as program and citizenship training, program service and community service.>>

Skill requirements: Essential functions include the ability to:

- <<List out required skills. Include any physical work requirements.>>

Program benefits: AmeriCorps members will be provided:

<<List out general benefits such as education award and stipend, as well as program-specific benefits such as room and board, tuition waiver, etc.>>

I have read the above AmeriCorps <<position description>> and understand my responsibilities.

Signature: _____

Date: _____

Print name: _____