



Position Descriptions

CAMPUS COMPACT
AMERICORPS PROGRAM



Campus Compact

Iowa



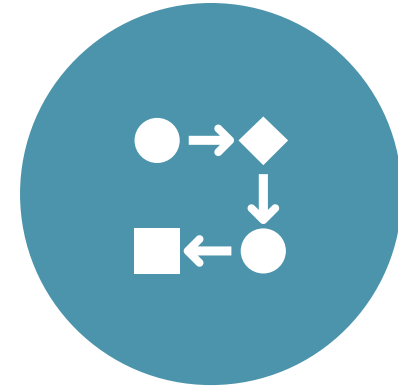
Agenda



WHAT IS A POSITION
DESCRIPTION?



PURPOSE STATEMENTS
& SERVICE ACTIVITIES



PROCESS
& UPDATING

What is a
Position Description?

Position Description

- **Required** by AmeriCorps
- **Outlines** what your AmeriCorps project is focused on
- **Defines** exactly what an AmeriCorps member will be doing
- **Provides** the parameters of their service

Core Components

- Member Information
- Supervisor & Site Information
- AmeriCorps Eligibility & Background Checks
- Position Purpose
- Service Conditions
- Service Activities
- Anticipated Schedule & Hour Tracking
- AmeriCorps Benefits

Important Reminders

- AmeriCorps members can ONLY perform the activities outlined in their Position Description
- Minimum-time (300 hours) members can have up to 3 Position Descriptions at a time
- PDs can be updated; however, members should NOT perform new activities until the new PD has been finalized
- PDs should be drafted and finalized BEFORE an AmeriCorps candidate is nominated
- Candidates will NOT be enrolled into the program before a PD has been finalized

Position Title

- the word “AmeriCorps” must be in your member’s position title
 - never use the word “intern” when describing an AmeriCorps members (particularly on AmeriCorps documents)
 - use a position title that the AmeriCorps member can put on their resume to convey the type of work they did
- Examples:
- AmeriCorps Volunteer Coordinator
 - AmeriCorps Research Coordinator
 - Community Engagement AmeriCorps Coordinator

Purpose Statements

The Big Picture

- Focus on the big picture of your AmeriCorps project and this particular position
- Your Purpose Statement should:
 - Describe who (target group/beneficiaries) will be served by the AmeriCorps member's efforts
 - Describe what the AmeriCorps member will be doing, using action verbs taken from their service activities
 - Describe how poverty is addressed by AmeriCorps efforts
 - Describe how capacity is being built
 - State the specific product or service resulting from the AmeriCorps member's efforts
- Be sure that it aligns with the project outcomes in your host site application

Sentence Starters

- The [Host Site] AmeriCorps project will be serving [target population] to [how will you benefit the community - alleviate poverty, develop/implement your civic action plan and/or campus-community partnership?].
- The AmeriCorps member will be [list 3 activities].
- As a result of these efforts, [How will poverty be addressed? What is the sustainability of their service? What capacity is being built?].

Example

The Iowa University AmeriCorps project will serve low-income K-12 students in the Des Moines community to mitigate the learning gap and support education efforts. The Community Education AmeriCorps Coordinator will meet regularly with school district officials to learn of current efforts, research best practices in after school programs, and develop a curriculum for staff to train volunteers. As a result of these efforts, the school district's capacity will be improved so that more low-income students have better grades and the Iowa University partnership with the community will be strengthened.

Service Activities

AmeriCorps Terminology

- **Direct Service** = the act of providing services to community members and/or program beneficiaries
 - Minimum time positions can provide direct service

- **Capacity Building** = tasks and activities that create, expand, or strengthen systems or processes in order to increase an organization's ability to function or effectively meet its mission
 - Full-time & half-time position should primarily focus on capacity building, or indirect service

Activity Examples

| Direct Service | Capacity Building | Sustainable Activities |
|---|--|--|
| Recruit volunteers | Create volunteer assignments, develop volunteer intake/tracking forms | Research and develop a volunteer handbook, train staff members on volunteer engagement and recruitment |
| Coordinate a project | Develop procedures and systems | Develop volunteer management system and procedural guide |
| Write press releases or social media content | Develop social media toolkit, calendar, database | Train staff/volunteers on social media strategy |
| Conduct outreach, meet directly with community to raise awareness about organization or project | Design brochures, posters to raise awareness about organization or project | Create an outreach strategy and train staff/volunteers |

Important Reminders

DO'S

- Use active verbs
 - Create, develop, research, implement, meet, write, evaluate, assess
- Be clear and concise
- Provide as much context as possible
- Be realistic

DON'TS

- Do not use verbs such as “assist,” or “help,” or “work with”
- Do not use vague statements
- Do not only outline 1-3 activities
- Members should NOT focus on fundraising, this includes using the terms “marketing” or “promote” or “promotional materials”

Important Reminders

- Your service activities are not the same as what you would normally outline in a job description or posting, this is something specific to AmeriCorps
- We understand that the AmeriCorps member will be reporting to and taking direction from their supervisor and/or other staff. Do not include this language in a service activity. Simply state the main task that they will be doing.
 - Instead of: “The AmeriCorps member will report to the Director on the XX project.”
 - Use: “The AmeriCorps member will XX project.”
- Hours cannot be counted for AmeriCorps service that are not outlined in their PD

Continuing Projects

- If you have a project that continues from year to year, AmeriCorps needs to see what progress is being made in the sustainability or capacity building of that project.
- You should not be using the same exact PD from year to year. If you are, AmeriCorps will question what the member is doing that a regular volunteer or staff member couldn't do instead.
- Always be thinking about project sustainability or enhancement (effectiveness, efficiency).

Prohibited Activities

- AmeriCorps members cannot violate AmeriCorps prohibited activities
 - No voter registration efforts
 - No proselytization/religious instruction
 - No abortion activities/referrals
 - No fundraising of federal awards, grants, contracts; no “marketing”
 - No duplicating or displacing existing staff or volunteer roles or responsibilities
 - No recruiting volunteers to do any of the above
- MUST build the capacity of your organization or another nonprofit through indirect services
- MUST be project based, not administrative

AmeriCorps “Translation”

- IACC staff will work with you to translate what you are doing locally to fit into AmeriCorps’ interpretation of activities.

Examples include:

- Advocate
 - To AmeriCorps, this means “lobbying.”
 - To your organization, it probably means “raising awareness” or “educating the community.”
- Marketing/Promoting
 - To AmeriCorps, this means “fundraising for overhead organization costs.”
 - To your organization, it probably means “creating materials to inform others of a project/event.”

Sample Action Verb List

| | | | |
|-------------|------------|------------|----------|
| Analyze | Assess | Build | Collect |
| Communicate | Compile | Coordinate | Create |
| Develop | Distribute | Engage in | Ensure |
| Establish | Evaluate | Generate | Identify |
| Implement | Launch | Maintain | Measure |
| Monitor | Plan | Present | Promote |
| Recommend | Recruit | Refine | Research |
| Secure | Suggest | Update | Use |
| Utilize | Write | | |

Process

Drafting Your PD

- Focus on content
 - IACC staff will focus on the template and AmeriCorps specific information (i.e. eligibility, background checks, benefits)
- Work ahead!
 - We cannot enroll members until we have a final PD.
 - If you are working with sub-sites (nonprofit partners), give yourself and your partner time to work and re-work the activities.
 - IACC will almost always have notes for you because we want to make sure your member's Education Award and AmeriCorps position are protected during a federal audit.

Staff Contacts & Process

- All Minimum Time PDs will be reviewed by Isaac.
 - Carly will assist and reach out with questions as needed.
 - Monique will review if specific questions arise around prohibited activities and/or AmeriCorps alignment.
- All Full-Time and Half-Time PDs will be reviewed by Monique.
 - The team will work together so questions may come to supervisors from Isaac/Carly to ensure the final PD is completed on time.

Candidate Nomination

- When you nominate your AmeriCorps candidate(s), you will be required to upload a FINAL version of their PD.
- Do not plan to nominate a candidate, which means that we would begin the enrollment and background check process, before you have finalized your PD with your identified contact.

Updating Position Description Information

Updating Activities

- If, for any reason, your AmeriCorps members' service activities need to be updated, then you should immediately notify IACC staff (MT = Isaac, FT/HT = Carly)
- If there is no drastic change to the position purpose, then we can do a simple update of activities and get the change initialed by the member
- If there are significant changes to the project and/or focus, then we will need to redraft a completely new PD

NOTE: AmeriCorps members CANNOT do any new service activities until their PD has been officially updated.

Changing Sites

- If your AmeriCorps member needs to change sites during their term of service, we will need to create a new PD
 - (MT = notify Isaac, FT/HT = notify Carly)
- Again, AmeriCorps members should NOT perform any new service activities, particularly at a new site, until their PD has been updated

Changing Site Supervisors

- If there is a change in your member's sub-site supervisor (i.e. nonprofit staff, not campus staff), then notify IACC and we can update their member information and PD as needed.
- If there is a change in your member's site supervisor (i.e. you, the person who approves their OnCorps timesheets), notify IACC right away.
 - AmeriCorps members must ALWAYS have a site supervisor.

Questions?

CHECK OUT OUR WEBSITE FOR ADDITIONAL RESOURCES &
PD TEMPLATES:

[HTTPS://IACAMPUSCOMPACT.ORG/AMERICORPS-
SUPERVISORS/#1565293562424-D2B9B7F8-4B20](https://iacampuscompact.org/AMERICORPS-SUPERVISORS/#1565293562424-D2B9B7F8-4B20)