

# Position Descriptions

Campus Compact AmeriCorps Program  
2021-2022

# Agenda

OVERVIEW

SERVICE ACTIVITIES

PROCESS & AMENDMENTS



# Position Description Overview

# 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

- Position title
- Member name
- Start date
- End date
- Term length
- Service location
- Living allowance amount (if applicable)
- Anticipated service schedule
- Qualifications
- Benefits & evaluation

# 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 amended; 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 Community Engagement Coordinator (FT, HT)
  - AmeriCorps Team Leader (SLMT)
  - AmeriCorps Research & Development Specialist (MT, AT)
  - AmeriCorps Program Development Specialist (MT, AT)
  - AmeriCorps Volunteer Recruitment Specialist (MT, AT)

# 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 website 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

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

# Sample Action Verb List

# 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.”

# 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 think 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





Process

# Drafts & Edits

- 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.
- Use the template provided to you via Google Docs
  - This is how IACC staff will work with you to edit all of your PDs

## Staff Contacts & Process

- Monique Ellefson ([mellefson@compact.org](mailto:mellefson@compact.org))
  - Final review & approval of all PDs
- Christine Nguyen ([cnguyen@compact.org](mailto:cnguyen@compact.org))
  - Initial review & edits of SLMT, MT, & AT PDs
- Carly Bahnsen ([cbahnsen@compact.org](mailto:cbahnsen@compact.org))
  - Initial review & edits of SLMT, MT, & AT PDs

# Candidate Nomination

- When you nominate your AmeriCorps candidate(s), you should have already sent initial, if not final, edits of your PD(s) to IACC staff.
- It is strongly encouraged to get as close to final version of your PD before nominating a candidate so that their term date is not delayed due to the editing process.

# Amending the PD

# Updating Activities

- If, for any reason, your AmeriCorps members' service activities need to be updated, then you should immediately notify IACC staff
- 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 Sub-Service Site

- If your AmeriCorps member needs to change sites during their term of service, we will need to create a new PD
- 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?

Review our PD Checklist, too!

<https://docs.google.com/document/u/0/d/1txP-SWcrl7QRLfIHKK8v3KplQ8xQzG0Y3m7UxuKeCs/edit>