

PennSERVE AmeriCorps Position Description Guidelines

Member Name **Required**

If position description is an attachment to the member contract, this may be omitted.

Host Site Name and Address **Required**

If the name of the organization is ambiguous, consider providing a brief description of the organization so that it is clear the site is a nonprofit organization.

Member's Immediate Supervisor Information **Required**

Include the supervisor's name, title, and contact information.

Member Position/Title *Recommended*

Position Start and End Date *Recommended*

Days/Hours of Service *Recommended*

Access to Vulnerable Populations **Required**

Per guidance from CNCS on new Background Check requirements, all position descriptions must identify if the position has recurring or episodic access to vulnerable populations. Please see the National Service Criminal History Check FAQs for information on recurring and episodic access. This document is available in the Resources section of OnCorps.

Member Position Summary **Required**

In a narrative format, describe the responsibilities of the position. A successful position summary will include:

- community/population being served
- unmet need that the members are filling
- quantifiable performance goals
- projected accomplishments

Essential Functions of the Position **Required**

List all basic service activities that the member must perform on a daily basis.

Avoid phrases such as "other duties as assigned" or vague statements about member responsibilities.

Do not use terms such as: employment, work/job, job description, hired, employee, etc... Instead, use the appropriate national service terminology such as: serve/service, position description, enrolled, and member/service participant.

Member activities should be described as explicitly as possible to ensure that members are not engaged in:

- prohibited activities
- violating nonduplication and/or nondisplacement policies
- prohibited fundraising activities

If a member position description includes member participation in volunteer recruitment, management, or similar activities, a brief description of the potential volunteer activities for which the member will be recruiting should be added within the position description.

If members are required to participate in individual or group service projects away from their service site and outside the scope of their typical service activities, the description should include examples of what typical projects entail.

When describing each member service activity, consider:

- What (verb/action) the member is doing
- To/for what or whom the member is doing the service activity
- How the member does the service activity
- What successful completion of the activity would be

Mission and Goals for your AmeriCorps Program

Recommended

Community Need

Recommended

Necessary Training or Training Plan

Recommended

Describes required training after beginning service but prior to starting service at a host site.

Academic, Physical, and Experience Requirements

Recommended

List the minimum qualifications that members serving in this position must have. For example, “members will be required to carry equipment and supplies;” “members providing tutoring must have a bachelor’s degree;” “members must have access to transportation.”

Full List of Prohibited Activities

Recommended

While the full list of prohibited activities is included in the member contract, it is useful to attach it to the member position description.