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## **POSITION DESCRIPTION**

**TITLE:** AmeriCorps Minimum-time Member, NonprofitCorps Program

**STATUS:** Grant for service positions funded for a maximum of 1 year

**TERM OF SERVICE:** 300 service and training hours – 10 hours/week, term of service begins no sooner than June 1, 2009 and ends no later than May 31, 2010. Days and hours vary depending on service site needs and tasks to be performed.

**BENEFITS:** \$2,400 Living Allowance Stipend, Education Award of \$1,000, and probable student loan forbearance.

**SUPERVISOR:** (Multiple) AmeriCorps Program Manager and Staff; Site Supervisors (CEO, ED, Site Managers and Supervisors)

**BASIC FUNCTION:** NonprofitCorps staff work with the nonprofit sites to develop member position descriptions in accordance with the goals and objectives of the NonprofitCorps program. Member responsibilities center around volunteer generation & management, and capacity building activities. NonprofitCorps members are responsible for performing activities at the specific non-profit organization to which they have been assigned. These Members will implement and execute all agreed upon duties within the organizations to which members have been assigned.

### **ESSENTIAL DUTIES:**

- ◆ Provide direct services to clients.
- ◆ Attend required training sessions, workshops, and service events
- ◆ Participate on service committees and coordinate activities with other members
- ◆ Complete required program documentation in an accurate and timely manner
- ◆ Assist with recruitment and management of volunteers, both ongoing and for episodic events, in keeping with needs at site
- ◆ Participate in meetings with AmeriCorps Managers and non-profit site staff
- ◆ Participate in nationally recognized service days
- ◆ Participate in AmeriCorps promotional activities

### **QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

- ◆ Be at least 17 years of age
- ◆ Minimum requirement is GED completion (or participation in a program to obtain a GED), Bachelors Degree preferred
- ◆ Experience as a volunteer and/or working with volunteers
- ◆ Experience with volunteer generation and management preferred
- ◆ Experience with children and youth. AmeriCorps is seeking candidates who are comfortable with and competent to serve as direct service staff in children and youth programs

## AmeriCorps Minimum-time Member, NonprofitCorps Program

- ◆ A sincere interest in helping nonprofit organizations

### KNOWLEDGE OF:

- ◆ Correct usage of English language, to include the following: grammar, spelling, punctuation, vocabulary and pronunciation
- ◆ Strong written and oral communication skills
- ◆ Record keeping and data compilation methods
- ◆ Youth development needs
- ◆ Nonprofit organizations
- ◆ Computer and e-mail usage
- ◆ Any relevant technical skills necessary for specific placement sites

### ABILITY TO:

- Establish and maintain effective working relationships with personnel, clients, co-workers, the public and community groups.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports. Ability to complete paperwork in a timely and clear manner.
- Meet schedules and time lines.
- Work independently and follow direction of supervising staff.
- Comply with all AmeriCorps and site organization standards and guidelines.

### SITE CONDITIONS:

- Office and youth activity environments; travel to team trainings and service activities.
- Ability to stand and sit for extended periods of time.

### GENERAL REQUIREMENTS:

- Satisfactory background check; evidence of freedom from active tuberculosis.
- Documentation (U.S. birth certificate or passport) or proof of status as a lawful permanent resident of the U.S., which verifies identity and authorizes his/her right to offer AmeriCorps service in the U.S.
- Certification of any diplomas or degrees indicated as a position qualification.
- Two original AmeriCorps Santa Barbara reference forms prior to being placed as a member.

AmeriCorps Members are not employees of the program or of the federal government. The definition of “participant” in the National and Community Service Act of 1990 as amended applies to AmeriCorps Members. As such, “a participant (Member) shall not be considered an employee of the program in which the participant (Member) is enrolled” (42 U.S.C. 12511 (17) (B)). Moreover, Members are not allowed to perform an employee’s duties or otherwise displace employees.

For more information contact Tom Spadaro  
805-964-4710, x 4405

[nonprofitcorps@sbceo.org](mailto:nonprofitcorps@sbceo.org) or [www.nonprofitcorps.info](http://www.nonprofitcorps.info)

*An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Work Place*

Accommodation for people with disabilities: If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the AmeriCorps Office of the Santa Barbara County Education Office at (805) 964-4710, x 4405.
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