



AMERICORPS MEMBER POSITION DESCRIPTION & MEMBER ASSIGNMENT LISTING GUIDANCE (rev. 7-16)

Nevada Volunteers has developed this comprehensive guidance to assist grantees with creating comprehensive AmeriCorps Member Position Descriptions compliant with AmeriCorps regulations and in alignment with member service activities and Performance Measures. Unlike Member Position Descriptions, the Member Assignment Listings posted in the eGrants My AmeriCorps Portal are a grantee's best recruitment tool. This guidance will explain the role of and requirements for the Member Position Description and the Member Assignment Listing to strengthen grantees' program compliance and AmeriCorps member recruitment strategies.

Since the Member Position Description and Member Assignment Listing serve different purposes they require different levels of detail and information. The purpose of this guidance is to simplify these two independent processes by incorporating the required elements for submitting Member Position Descriptions in the OnCorps system as well as for the submittal of Member Assignment Listings in the eGrants My AmeriCorps Portal.

Member Position Descriptions must be submitted for approval through the OnCorps reporting system prior to enrolling members. This process typically occurs during the Pre-Award work completed by each grantee. New Member Position Descriptions may also be submitted for approval by Nevada Volunteers throughout the grant year. Member Position Descriptions are agreed to by both the member and the Host Site Supervisor through the Member Service Agreement. Once approved Member Position Descriptions must be included as part of the Member Service Agreement. In contrast, Member Assignment Listings in the eGrants My AmeriCorps Portal are a recruitment 'pitch' or ad, and need not be approved by Nevada Volunteers prior to being posted. Care should be exercised in posting Member Assignment Listings to ensure they are in compliance with the guiding documents listed below.

An error free Member Assignment Listing is typically reviewed by CNCS within 48 – 72 hours. If a Member Assignment Listing is not approved initially by the CNCS Program Officer, it is returned to Nevada Volunteers and, in turn, Nevada volunteers notifies the grantee that the Member Assignment Listing needs to be revised in eGrants. Nevada Volunteers will make every attempt to approve Member Position Descriptions submitted in OnCorps within 48 hours. During peak times this approval cycle may not be achievable. Should you have time sensitive Member Position Descriptions please notify the Director of AmeriCorps by email.

Whether you are developing a Member Position Description or a Member Assignment Listing AmeriCorps Program Directors must review the following guiding documents to confirm that all service activities and member responsibilities are allowable:

- Approved grant application to ensure the member duties fall within the grant scope;
- 45 CFR § 2520.65 to ensure that none of the member activities listed constitute a prohibited activity;
- 45 CFR §§ 2540.100 (e) – (f) pertaining to Supplementation, Duplication or Displacement of employees to ensure none apply;
- 45 CFR §§ 2520.40-45 to ensure any related fundraising activities are allowable; and
- Must support a diverse and inclusive National Service Environment.

OnCorps Reporting System: Required Components of a Comprehensive Member Position Description

Member Position Description Components per OnCorps system data fields:

Position Description Name: A specific, descriptive title that gives the AmeriCorps member a sense of identity and helps salaried staff, volunteers, and community members understand the member's role.

Service Site: Select the Service Site based on the site information previously entered. All Service Sites must be input into the OnCorps system prior to creating a Member Position Description.

Average Weekly Hours: Enter the number of hours the member will be expected to serve on average and ensure that this average will result in the member completing the minimum required hours for the education award.

Effective Start Date: This is the date the member(s) in this position are expected to start service. Since the Member Position Description can be used for multiple members and start dates may vary, this date does not need to match the Member Service Agreement start/enrollment date.

Expected Population Served (*Check all that apply*): Select from the drop down menu in OnCorps all the target populations that the member will be serving. This is an important step because you must show whether the member will be serving vulnerable populations.

Primary Focus Area + Objective: Select from the drop down menu in OnCorps the Primary Focus Area and objective under which the member will be serving (refer to the Performance Measures to which the member has been assigned).

Secondary Focus Area + Objective: Select from the drop down menu in OnCorps the Secondary Focus Area and objective under which the member will be serving (refer to the Performance Measures to which the member has been assigned).

Does this position involve recurring access with vulnerable populations? Make a selection of 'Yes' or 'No' ('not sure' is not an option in Nevada) as to whether the member will have recurring access to **vulnerable populations**, defined as children ages 17 or younger, individuals ages 60 and older, and/or individuals with disabilities. Individuals with disabilities are defined as having a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment. Recurring access is defined as "the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication." (CFR § 2510.20). Recurring access is typically a regular, scheduled, and anticipated component of a member's service activities.

Member Position Descriptions must clearly communicate recurring access to vulnerable populations by containing one of the following two statements: "This position does not have recurring access to vulnerable populations." or "This position has recurring access to vulnerable populations."

Official Position Description (8,000 characters): This section should include, at a minimum, each of the following items with headings. A Member Position Description should not contain generic language such as 'other duties as assigned'. All duties assigned to a member should be reflected to ensure appropriate oversight is provided by the AmeriCorps Program Director including the ability to evaluate progress toward meeting goals. Member Service Logs (timesheets) will ask members to designate time by primary or secondary duties; therefore, a thorough list is necessary under both headings: Primary (Essential) Responsibilities and Secondary and Related Responsibilities.

1. **Member Supervision:** List name, title, and contact information, including a telephone number and an email address, for the member's supervisor.

2. **Member Schedule & Service Location:** Be as specific as possible to include the days of the week and the hours the member will be expected to serve most commonly while in this position (i.e., Mon. – Fri. 8:30 a.m. – 5:00 p.m.). Designate the primary service location and provide a description of the service site; e.g., will the member be serving in an office environment, outdoors, etc.
3. **Member Position Summary:** Describe the responsibilities of the position in a narrative format. This section should thoroughly outline the member service activities in specific terms and quantifiable performance goals and projected accomplishments. The summary should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.
4. **Primary (Essential) Responsibilities:** List all service activities the member must perform to achieve the targets defined in the 'Community Need' section that follows by
 - Identifying the tasks essential to the position;
 - Listing as many activities as necessary for which the position is responsible. Ask 'why does this position exist?'; and
 - Confirming that each activity is necessary and not a prohibited activity.Three factors make a function essential:
 - The position exists to perform a specific function;
 - A function is highly specialized and the person in the position is selected for special expertise or ability to perform it; and/or
 - A limited number of other members are available to perform the function or among whom the function can be distributed.
5. **Secondary and Related Responsibilities:** Secondary and Related Responsibilities are those that are part of a service position, but not essential. They may include tasks that are performed on an 'as-needed' basis or tasks that can be easily assigned to others. As an example, assisting AmeriCorps team members in completing a project that is not the member's primary responsibility or task would be a secondary responsibility. Analyzing service functions is crucial in determining if they are primary or secondary responsibilities. When identifying secondary functions be sure to:
 - Identify the purpose and necessity of the task;
 - Consider whether the task is critical to the service position;
 - If the task is not performed, will the nature of the position be fundamentally altered?;
 - Consider if the task can be performed on an 'as-needed' basis (use this as an analytical tool; don't add 'as-needed' to the Member Position Description because it may be inferred by reviewers that such functions are those that may fall under 'other duties as assigned');
 - Consider whether the task can be easily reassigned; and
 - Consider whether the task is allowable in relation to restrictions on administrative duties and supplementation/duplication/displacement policies.
6. **Required Knowledge, Skills, and Abilities:** Identify any specific areas of knowledge, skills, and/or abilities required to be qualified for the position.
7. **Required Academic and Experience Qualifications:** List minimum qualifications, training, or experience required and/or useful to be successful in the position if applicable. Include the statement:
"Must have a high school diploma or equivalent, or agree to earn a high school diploma or equivalent before using an educational award." Note: If your program works with out-of-school youth please refer to 45 CFR § 2522.200 Subpart B for other program requirements.
8. **Term of Service & Time Requirements:** The term of service should include a specific start and end date for the member's term. Also, include the service term: Full-time, Part-time, Reduced Part-time, Quarter time, or Minimum time.

9. **Statement on Supplementation, duplication, or displacement of staff:** Confirm that the AmeriCorps Member Position Description follows the requirements as outlined in 45 CFR §§ 2540.100 (e) – (f) by including the following statement:

“This position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include service or duties that have been performed or were performed by a current employee, an employee who recently resigned or was discharged, an employee subject to a reduction in force, or an employee who is on leave.”

10. **Service Environment Description and Inclusive Member Position Description Statement:**
Inclusive Position Description:

Member Position Descriptions should note the service condition environment so a potential member can determine if he or she will be able to meet the position requirements with or without a reasonable accommodation. Member Position Descriptions must contain inclusive text such as: “Persons with disabilities are encouraged to apply.” “The above functions may be completed with or without reasonable accommodations.”

In addition to insuring disability inclusion, programs must ensure inclusion of diverse individuals. Language noting this might be as follows: “No persons involved with the program will discriminate based on race, religion, creed, color, national origin, gender, age, sexual orientation, political affiliation or disability.” Key to achieving this is developing and maintaining effective leaders, managers, and employees who treat all persons with dignity and respect, without regard to non-merit factors such as race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service.

Organization/Agency Mission and/or Goals

Define the mission and individual goals of the Host Site Agency where the member will be serving. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Service Location). This information pertains to the Host Site Agency where the member is serving. (*i.e.: If the Agency where the member is serving is the American Red Cross, you will include the overall Mission and Goals of the entire American Red Cross agency.*)

Program Mission and/or Goals:

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through his/her service. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Service Location). This information pertains to the specific program that the member's service will support. (*i.e.: If the Agency where the member is serving is the American Red Cross, and the member's service will support the Disaster Preparedness & Response Program, you will include the Mission and Goals specific to the Disaster Preparedness & Response Program – not the Mission and Goals of the entire American Red Cross agency.*)

11. **Additional Guidelines or Expectations:** Specific expectations or guidelines such as the requirement to conform to the AmeriCorps dress code; participation in a minimum of three National Service Days and other service projects; must disclose all criminal convictions during the application process; undergo a National Service Criminal History Check and for it not to report any statutory exclusionary offenses to AmeriCorps service; must be a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States; and must be at least 17 years of age at the commencement of service, no upper age limit can be listed. (Note: Some organizations may have a requirement that a member must be at least 18 years of age.)
12. **Member Benefits:** AmeriCorps members may be eligible to receive a living allowance depending upon the number of hours served; are eligible to receive a post-service education award upon successful completion of service; health care and child care are available for eligible members; and professional development opportunities are available. If your organization provides other benefits list here.

13. **Evaluation & Reporting:** Member will receive a mid-year and end-of-term performance evaluation; submit weekly Member Service Logs (timesheets) to supervisor; list here any reports for which the member will be responsible e.g., performance measures reports submitted monthly or quarterly.

Briefly describe how the Member's activities strategically address a community need (limited to 2,500 characters):

This section should include, at a minimum, the following:

Member Impact: Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the Community Need (defined in your Grant Scope) and what specific quantitative and/or qualitative changes will be seen that address these Community Needs. Explain how a member's service will impact the project's outcomes, clients, community, or mission. It is critical to identify the expected impact(s) of the member's service so that he/she will be aware of the importance of their service.

- What are the particular contributions of the position in accomplishing the overall AmeriCorps Program Performance Measures and Objectives of the organization?
- What are the measurable short- and long-term goals that should be achieved by the member during their service term? It is expected that the member will be evaluated on these goals.

Briefly describe how the AmeriCorps program adds value to the placement site or community (maximum of 2,500 characters): Thoroughly define in specific quantitative and qualitative terms the community need that has been identified and will be addressed as a result of the AmeriCorps member's service. Provide statistical data to demonstrate the need, what National Focus Areas are represented, what population or entity will be served by this member, and other information that clearly and concisely demonstrates a strong community need that requires AmeriCorps resources.

Associated Performance Measures: Select the related Performance Measures that the member will be helping your program to achieve. These options are based on the performance measures that have been submitted to and approved in the OnCorps reporting system.

eGrants: Member Assignment Listings in My AmeriCorps Portal and AmeriCorps Member Recruiting Tips

The Member Assignment Listing is a grantee's best recruitment tool! Member Assignment Listings are the first impression a prospective AmeriCorps member has of your organization. In addition to the required data discussed elsewhere in this guidance, it is important to include those factors that are unique to your organization: the mission of your organization, the service opportunity with your organization and how the prospective member will be able to make an impact in your organization, with the target populations served, and the greater community. AmeriCorps members have shared with Nevada Volunteers time and again that this is why they relocated to Nevada to serve with grantees funded by Nevada Volunteers.

The portal for submitting Member Assignment Listings is found in eGrants in the My AmeriCorps Portal. Once in the portal you select "Recruitment Workbasket" and then click on "Create Opportunity Listing". From here you either enter the information requested or select the information requested from a drop down menu.

An error free Member Assignment Listing eliminates delays in the approval of the Member Assignment Listing, and accelerates your recruitment activities through your best recruitment venue: the My AmeriCorps Portal. CNCS randomly selects Member Assignment Listings for audit to ensure that AmeriCorps grantees are in compliance. To

ensure that approval of your Member Assignment Listings is not delayed please refer to the guiding documents listed on page one of this guidance.

Member Assignment Listing resources, including the Minimum Requirements for Member Assignment Listings, Members Assignment Listings Checklist *How to Avoid Common Mistakes When Posting in the eGrants Portal*, and Common Mistakes *What to Avoid When Posting Member Assignment Listings* may be found on Nevada Volunteers website at: <http://nevadavolunteers.org/amicorps/grantee-resources/>.