



## **AMERICORPS MEMBER POSITION DESCRIPTION & MEMBER ASSIGNMENT LISTING GUIDANCE (rev. 6-17)**

Nevada Volunteers has developed this 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. 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. Please notify your AmeriCorps program contact by email if you submit a new Member Position Description so that they can approve it in a timely fashion. We strive to approve Member Position Descriptions within 48 hours.

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 tool that will be approved by CNCS. 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.

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

## Nevada Volunteers Member Position Description Template 2016-2017

<b>Position Description Name:</b>	1-3-word specific title, <b>Do not put AmeriCorps Member</b>
<b>Service Site:</b>	Host Site location
<b>Average Weekly Hours:</b>	List the average number of hours the member needs to serve in order to complete the term of service between the start and end dates
<b>Effective Start Date:</b>	Member's starting date
<b>Expected Population Served:</b>	Select population (if these are vulnerable populations, please remember to select accompaniment on timecard and turn accompaniment off when member clears NSCHC)
<b>Primary Focus Area + Objective:</b>	Select- refer to Performance Measure (this information will help member complete their timesheet)
<b>Secondary Focus Area + Objective:</b>	Select- refer to Performance Measure (this information will help member complete their timesheet)
<b>Does this position involve recurring access with vulnerable populations?</b>	Select Yes or No, do not use Not Sure

**Official Position Description (8,000-character max):**

**AmeriCorps Member Position Title**

1-3 words specific title that reflects scope of member's service, should not be AmeriCorps Member.

**Program**

Your official program name and location. Program name must match the Notice of Grant Award from CNCS. Describe the mission and goals of your organization.

**Site Location**

Host site. Include address, phone number, email address, and site supervisor name and title. This section should include position supervisor name and contact so this may be two people if the AmeriCorps program director is also

considered a supervisor to this position. If the mission of and goals of the host site organization are different from the program, these should also be included here.

### **Term of Service**

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. Provide the start and end date to successfully complete the term of service and be eligible for an education award. These dates should match the service term dates in eGrants. List the term of service (full-time, half-time, etc. and the corresponding minimum number of hours to be served for the specific term of service) and confirm that the member has sufficient time to complete the term of service. Member service days should also be listed.

### **Purpose or Member Position Summary**

Paragraph defining the broad purpose of the program and the community the program will be serving. 1-3 sentence summary of the purpose of position that outlines duties and responsibilities of the member and how this role connects them with your organization.

### **Descriptions of Duties**

Describe the meaningful activities that member will be performing in this position. Position should be skill-level appropriate and thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Duties should never include any of the prohibited activities and never use vague descriptions like “other duties as assigned.”

#### Essential components of the Description of Duties

- 1) Two sections: Primary or essential functions and Secondary or non-essential functions in alignment with the Americans with Disabilities Act (ADA) and to help the member understand how to complete their timesheets.
- 2) Text ensuring disability inclusion 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.
- 3) State if the position will have access to vulnerable populations by using one of the following statements: “This position does not have recurring access to vulnerable populations.” or “This position has recurring access to vulnerable populations.”
- 4) Confirmation that the member will not be supplementing, duplicating or displacing staff or volunteers by using 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.”

*(45 CFR 2520.65, 2540.100, 2510.20 and AmeriCorps FAQ C.56)*

### **Qualification**

List the minimum qualifications, training or experience required to be successful in the position. This section should also include the knowledge - commonly known principles required to perform the service position, skills – measurable technical and/or interpersonal skills, and abilities – measurable competences or other qualities, needed

for the position. It also must include the full list of member eligibility requirements (45 CFR 2522.200(a)) and confirm that the member agrees to establish eligibility, conform to the AmeriCorps dress code and complete a National Service Criminal History Check (45 CFR 2522.202). If your program does not work with out of school youth, you can leave those pieces out. (Include the list below.)

*(a) Eligibility. An AmeriCorps participant must—*

*(1)(i) Be at least 17 years of age at the commencement of service; or*

*(ii) Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in §2522.110(b)(3) or (g);*

*(2)(i) Have a high school diploma or its equivalent; or*

*(ii) Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or*

*(iii) Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or*

*(iv) Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);*

*(3) Be a citizen, national, or lawful permanent resident alien of the United States.*

### **Benefits**

List the amount of the Segal Education Award being offered for successful completion of the term of service (NOFO for program year), the amount of the living allowance the member will earn if applicable (NOFO) and healthcare and childcare if the position and member qualify (Policy FAQ section C). You must also include information on student loan forbearance (Policy FAQ section G.6) and briefly describe the orientation and training provided for the position. Keep in mind that training hours must be less than 20% of total member service time. You should also include the criteria and timeline for evaluating member performance in this position and the reporting requirements for the member (timesheets, data reports, great stories, etc.).

**Briefly describe how the Member's activities strategically address a community need (2,500-character max):**

This section should provide a brief overview for the member of how their position will serve the community with the goal of describing to the member the importance of his or her service.

**Briefly describe how the AmeriCorps program adds value to the placement site/community (2,500-character max):**

This section should briefly share with the member specifically how they will be adding value to your organization and their host site. 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.

**Performance Measure**

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 on page one of 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 the strength of the Member Assignment Listing inspired them to relocate to Nevada to serve as AmeriCorps members.

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 complying.

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/>.