



AMERICORPS MEMBER POSITION DESCRIPTION

(rev. 6-24)

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. The purpose of this guidance is to simplify the process by incorporating the required elements for submitting Member Position Descriptions in the OnCorps system.

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.

The recipient must develop member positions that provide meaningful service activities and performance criteria that are appropriate to the skill level of members. The recipient is responsible for ensuring that the positions do not include or put the AmeriCorps member in a situation in which the member is at risk for engaging in any prohibited activity (*see 45 CFR § 2520.65*), activity that would violate the nonduplication and nondisplacement requirements (*see 45 CFR § 2540.100*) or exceeding the limitations on allowable fundraising activity (*see 45 CFR §§ 2520.40-45*). The recipient must accurately and completely describe the activities to be performed by each member in a position description. Position descriptions must be provided to AmeriCorps upon request. The recipient must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for an education award. In planning for the member's term of service, the recipient must account for holidays and other time off.

AmeriCorps Program Directors must also review the approved grant application to ensure the member duties fall within the grant scope and must support a diverse and inclusive National Service Environment.

OnCorps Reporting System

Nevada Volunteers Member Position Description Template 2024-2025

Position Description Name:	1-3-word specific title, do not put AmeriCorps Member
Service Site:	Host Site location
Average Weekly Hours:	List the average number of hours the member needs to serve to complete the term of service between the start and end dates
Effective Start Date:	Member's Start Date
Expected Population Served:	Select population(s)
Primary Focus Area + Objective:	Select- refer to Performance Measure (this information will help member complete their timesheet)
Secondary Focus Area + Objective:	Select- refer to Performance Measure (this information will help member complete their timesheet)
Does this position involve recurring access with vulnerable populations?	Select Yes or No, do not use Not Sure

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

AmeriCorps Member Position Title

- **Title:** 1-3 words specific title that reflects the scope of the member's service (e.g., Community Outreach Coordinator).

Program

- **Name:** Your official program name and location. This must match the program name approved by AmeriCorps and listed in your subgrant agreement.
- **Description:** Describe the mission and goals of your organization.

Site Location

- **Location:** Identify the specific program location and/or service site(s) where a member will complete their service. Include address, phone number, email address, and site supervisor name and title.
- **Supervisors:** Include the position supervisor's name and contact details. This may be two people if the AmeriCorps program director is also considered a supervisor to this position.
- **Mission:** If the mission and goals of the host site organization are different from the program, include those here as well.

Term of Service

- **Schedule:** Include the days of the week and the hours the member will be expected to serve (e.g., Mon. – Fri. 8:30 a.m. – 5:00 p.m.).

- **Location:** Designate the primary service location and provide a description of the service site (e.g., office environment, outdoors).
- **Dates:** 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.
- **Term:** List the term of service (full-time, half-time, etc.) and the corresponding minimum number of hours to be served.

Purpose or Member Position Summary

- **Program Purpose:** Paragraph defining the broad purpose of the program and the community it serves.
- **Position Summary:** 1-3 sentence summary of the position that outlines duties and responsibilities of the member and how this role connects with your organization.

Benefits

- **Segal Education Award (upon successful completion):** List the amount for successful completion of the term of service.
- **Living Allowance:** The amount the member will earn if applicable.
- **Additional Benefits:** Information about healthcare coverage, childcare coverage, and student loan forbearance and interest payments if the position and/or member qualifies.
- **Childcare:** [AmeriCorps Childcare](#)
- **Student Loan Forbearance:** [Student Aid](#) and [AmeriCorps Education Award](#)
- **Training:** Briefly describe the orientation and training provided for the position. Training hours must be less than 20% of total member service time.

Description of Duties*

- **Primary Functions:** Describe the meaningful activities the member will be performing. Define the member service activities in specific terms including quantifiable performance goals and projected accomplishments.
- **Secondary Functions:** Additional, non-essential duties in alignment with the ADA and to help the member understand how to complete their timesheets.
- **Inclusion:** Text ensuring disability inclusion (e.g., “Persons with disabilities are encouraged to apply. The above functions may be completed with or without reasonable accommodations.”).
- **Diversity:** Language noting the inclusion of diverse individuals (e.g., “No persons involved with the program will discriminate based on race, religion, creed, color, national origin, gender, age, sexual orientation, political affiliation or disability.”).
- **Vulnerable Populations:** State if the position will have recurring access to vulnerable populations as defined in [45 CFR 2510.20](#) (e.g., “This position does not have recurring access to vulnerable populations.”).
- **Staff Duplication:** Confirm the member will not be supplementing, duplicating, or displacing staff or volunteers as outlined in [45 CFR 2540.100 \(e\)-\(f\)](#) (e.g., “This position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include duties that have been performed by a current employee, an employee who recently resigned, was discharged, or is on leave.”).

**Ensure that the member duties outlined in this section and elsewhere in the position description are not prohibited activities as outlined in [45 CFR 2520.65](#).*

Qualifications

- **Requirements:** List the minimum qualifications, training, or experience required for the position.

- **Knowledge, Skills, and Abilities:** Include commonly known principles required to perform the service position, measurable technical and/or interpersonal skills, and measurable competences or other qualities needed for the position.
- **Eligibility:** Include the full list of member eligibility requirements provided below (45 CFR 2522.200(a)).
- **Evaluations:** Include the criteria and timeline for evaluating member performance and reporting requirements (timesheets, data reports, great stories, etc.).

This section must include the full list of member eligibility requirements (45 CFR 2522.200(a) and 45 CFR 2540.202:

45 CFR 2522.200:

(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.*

45 CFR 2540.202:

What eligibility criteria apply to an individual for whom a National Service Criminal History Check is required:

An individual shall be ineligible to work or serve in a position specified in § 2540.201(a) if the individual—

- Refuses to consent to a criminal history check described in § 2540.204;
- Makes a false statement in connection with a criminal history check described in § 2540.204;
- Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- Has been convicted of murder, as defined in 18 U.S.C. 1111.

Confirm that member agrees to provide information to establish eligibility and to complete a National Service Criminal History Check as outlined in 45 CFR 2540.200-206.

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.

Example: The (insert program) AmeriCorps members will improve students social connection, participation in school and afterschool programs and self-efficacy by providing assistance with homework completion, positive mentorship, and facilitating academically aligned enrichment activities.

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.

Referring to your grant application could be helpful for this section.

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.

Other Considerations: These items are not a part of the OnCorps position description template but should be considered when using position descriptions outside of the OnCorps reporting system.

- Include signature lines for both the member and supervisor(s) to indicate that they have read and understand the member position description.
- Include the date the position description was edited/finalized by the AmeriCorps program staff.