

Case Study #1: Campus Companions

Job Description

Instructions: Members must complete their job descriptions and submit them to supervisors within one week of finding a placement.

Member Name: Gloria Fry

Location: St. Luke's Church – Dallas, TX

Description of Activities:

I will be working Mondays, Wednesdays, and Thursdays in the after-school program at St. Luke's, tutoring kids, helping them with homework, and providing other support. I will also be helping Fr. Michael in the parish office for a couple of hours a week. Every other Friday, I will be working with the St. Luke Catering Service preparing meals to get ready for the weekend orders and will help deliver the orders some weekends.



CASE STUDY #2: CONSERVATION ACTION AMERICORPS MEMBER MEMBER POSITION DESCRIPTION

Program Overview:

The Conservation Action members will engage in environmental service activities to improve at-risk ecosystems and protect, restore and enhance public lands.

Operating site/service location name:

Northern Washington College / Northern Washington Environmental Education Center

Brief operating site/service location overview:

North Washington College has been an AmeriCorps program since 2000. The program places recent graduates and gap year students in meaningful service opportunities. The Northern Washington Environmental Education Center hosts a team of Conservation Action members to engage in environmental conservation projects. Members report to the Education Center and are in service in area parks and public lands.

Member supervisor: Mark Markson, Assoc Director, N. Washington Environmental Center

Days/hours of service: This is a full-time service position that from Monday to Thursday from 6:00am to 4:00pm with a lunch break. Occasional weekend hours for outreach events.

Member tasks and responsibilities:

- Learn and perform all basic trail crew, environmental protection, restoration, and enhancement duties.
- Improve acres of public lands and miles of trails and report on results through OutcomeManager system.
- Participate in team activities and independent projects.
- Educate community about environmental features to promote improved usage and sustaining of ecosystems.
- Serve weekly as environmental outreach advocate in the mayor's or legislator's office.
- Provide environmental education at nature center for student groups in park areas.
- Provide outreach to environmental community to encourage voting on environmental issues and support of pro-conservation candidates.
- Assisting with staffing the front desk at the nature center as backup to staff members.

Member Training Provided:

- At the start of service: Approximately two-weeks of training that provides: Environmental skills such as plant identification. Trail skills including chainsaw certification. First AID/CPR. AmeriCorps role and active citizenship.
- At the end of service: Two days of reflection and post-service transition.

Member Benefits

- Training and development that will increase college and career potential.
- Obtainment of Segal Education Award based on service term completed.

Required member skills/knowledge:

- Ability to lift 30-50 lbs. Hiking up to 8 miles per day. Ability to run a chainsaw and use various hand tools.
- Able to work in adverse weather conditions.

Prohibited Activities (also listed in the member agreement):

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
6. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
7. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
8. Such other activities as the Corporation may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

This position engages with vulnerable populations and requires a criminal history and NSOPW check.



CASE STUDY #3:

YOUTHGROW AMERICORPS MEMBER POSITION DESCRIPTION

Member Name: _____
Service Term: Start: _____ to End: _____

Operating site/service location name: YouthGrow Wichita

Member supervisor: Jill Johnson, Youth Development Coordinator

Program Overview:

In YouthGrow, low-income young people work full-time for toward their GEDs or high school diplomas while learning job skills by building affordable housing in their communities. Emphasis is placed on leadership development, community engagement, and the creation of a positive community of adults and youth committed to mutual success. Members may earn AmeriCorps education awards through their homebuilding and other community service.

Brief operating site/service location overview: YouthGrow Wichita is part of a national YouthGrow initiative. The program in Wichita has been active since 2009 and each year hosts 20 members who serve to rehab 3-5 housing facilities.

Days/hours of service:

Member tasks and responsibilities:

- Participate in construction training and serve at a construction site to help build community, rehabilitate low-income housing, improving facilities for neighborhood structures, including small businesses and churches, and improve community spaces through environmental projects.
- Attend academic classes to obtain a high school diploma or GED. Approximately 30% of the service time will be devoted to educational attainment.
- Work with other YouthGrow AmeriCorps members to build and/or renovate housing facilities for low-income and/or homeless families.
- Support fundraising events such as the Walk for Youth and Annual Gala.
- Develop leadership skills and community responsibility through planning and participating in service days such as Martin Luther King, Jr Day or National Youth Service Day to learn leadership skills.
- Other activities as assigned by your supervisor.

Member Training:

- Members are provided with basic construction skills.
- Members receive CPR/First AID certification and disaster response certification.
- Members engage in appropriate academic instruction and receive support.

Required Qualifications:

- Ability to work outdoors for 6-8 hours a day in uncomfortable weather and construction site hazards.
- Be 17 years of age or older.
- Be a citizen or lawful permanent resident of the United States.
- Adhere to policies identified in the Member Agreement and Member Handbook.

Member Benefits:

- Training and development that will increase college and career potential.
- Obtainment of Segal Education Award based on service term completed.

Prohibited Activities (also listed in the member agreement):

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- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

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Case Study #4: Green Valley Shelter

MEMBER POSITION DESCRIPTION¹

Member Name: James Lewis

Program Overview

Youth Service in Action is a national AmeriCorps program that provides young people with an opportunity to serve the homeless in their communities by conducting outreach, developing partnerships with local service providers, connecting the homeless with services and helping them transition into permanent housing, as well as developing programs in GED preparation, job training, and educational enrichment.

Operating site/service location name: Green Valley Shelter

Brief operating site/service location overview:

Green Valley Shelter is a family shelter providing temporary and long-term housing for up to 20 homeless families. The shelter seeks to provide its clients with integrated services which include: outreach, referral, assistance with permanent housing transition, job search training, and educational services. AmeriCorps members enable the shelter to expand its services to reach the growing number of homeless families in our area and develop new quality and structured services to help them successfully transition into permanent housing, learn important skills, as well as help provide their children with educational support and enrichment opportunities.

Member supervisor: Nancy Scott

Days/hours of service:

30 hours/week (900 total) - Monday-Sunday (2-6 pm or 9-1 pm shifts, on a rotating basis); plus 2 hours/week for member training

Member tasks and responsibilities:

Outreach and Referrals:

- Provide outreach to the homeless in the metropolitan area about the shelter services and refer them to social services they may need.
- Develop and maintain a database of nonprofit social services providers for the shelter's referral program and sustain partnerships with the providers.

¹ Please note that this is a fictitious scenario, and any organization, program or member names used are not based on a real case or real member placement. The description was written for the purposes of this exercise.

- Help residents locate religious services in the community to meet their spiritual needs.
- Collaborate with nonprofit social service providers in assisting shelter families with locating and securing permanent housing and assist them with the process.

Adult Education and Job Training:

- Develop and implement a GED training curriculum and job search and job skills training sessions for shelter residents and other homeless individuals in the community.

Youth Educational Enrichment:

- Develop and deliver an educational enrichment program at the shelter to provide children with 1-2 hours/day of tutoring and homework help as well as other activities related to literacy, math, and study skills and intended to improve their academic achievement and engagement.

Other Essential Functions:

- Participate in monthly Community Service Projects with other AmeriCorps alumni and program beneficiaries.²
- Provide bookkeeping and proposal writing support.
- Develop and implement one or two fundraising events per year to raise funds and supplies for the educational enrichment program component.
- Recruit community volunteers to provide general shelter operations support, assist with fundraising, and conduct outreach to the homeless.
- Other duties as assigned.

Member Training:

Members will be provided with the necessary training to help them be successful during their service and provide support for program beneficiaries. Member training will include:

- Initial Orientation and Training: Minimum of 3 days at the beginning of the program.
- Ongoing Professional Development: Weekly 2-hour sessions specific to member tasks and responsibilities and based on member development plan.
- End-of-Program Training: 1-day training and reflection at the end of the program.

Required member skills/knowledge:

- US citizenship or permanent residency.
- Associates or bachelor's degree or at least 2 years of college.

² All projects are selected and approved by the AmeriCorps program coordinator to include only program activities that are within the approved scope of work and include allowable activities under AmeriCorps regulation.

- Experience with children and or homeless populations.
- Professional or volunteer experience in the following areas is preferred: social work; adult education; youth development; primary education; and other related fields.

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- h. Providing a direct benefit to—
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