



New York State AmeriCorps Member Position Description

1. AmeriCorps Member Contact Information

AmeriCorps Member Name:
AmeriCorps Member Phone:
AmeriCorps Member Email Address:
AmeriCorps Member Address:

2. AmeriCorps Program Contact Information

AmeriCorps Program Name:
AmeriCorps Program Address:

AmeriCorps Program Director Contact Information:
Name:
Title:
Phone:
Email:

3. AmeriCorps Member Host Site

AmeriCorps Member Host Site Name:
AmeriCorps Member Host Site Location:

AmeriCorps Member Host Site Supervisor Contact Information:
Name:
Title:
Phone:
Email:

4. AmeriCorps Member Position Information

AmeriCorps Member Position Title:

Purpose of the Program:

Community Needs that the Program Serves:

Values and Standards of the Program:

AmeriCorps Member Duties and Responsibilities:

How the AmeriCorps Member's Role Aligns with the Organization:





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Performance Goals for the AmeriCorps Member:

Goal 1:

Goal 2:

Goal 3:

5. AmeriCorps Member Qualifications:

- Is member a High School graduate, GED recipient or working towards attaining a high school Diploma or GED?
- Does member agree to obtain either a high school diploma or a GED before using their education award?
- Does member agree to provide information to establish eligibility and to complete a National Criminal History Check as outlined in §2522.202?
- Does member adhere to all member eligibility requirements in §2522.200(a) ¹

List any specific qualifications for AmeriCorps member (i.e. must be of a certain age):

Skills/Knowledge/Training Necessary to be a successful AmeriCorps Member in this position:

Skills:

Knowledge:

Training:

6. Term of Service

Position Start Date:

Position End Date:

AmeriCorps Classification: Full-Time/Half-Time/Other (Please Specify):

Schedule (Example: M-F 9:00 AM to 5:00 PM):

Number of Training Hours To be Met (As required by 45 CFR §2520.50):²

¹ See Appendix for 45 CFR §2522.200(a)

² See 45 CFR §2520.50 in Appendix





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List any national, state or local service projects or events that are included as part of service:

Describe orientation process and training for member on prohibited and unallowable activities:

Describe professional, personal, or service-related member development activities and training to be provided for member:

7. Benefits

Amount of the Segal AmeriCorps Education Award being offered for successful completion of the member's term of service:

Amount of living allowance member will receive:

Healthcare coverage (if applicable):

Childcare coverage (if applicable):

Student loan forbearance and interest payments, (if the member qualifies):

8. Evaluating and Reporting

Dates member will be evaluated:

Reporting Requirements (Please Describe):

- Timesheet: Weekly/Bi-weekly
- Monthly Data Reports:
- Quarterly Narrative Reports:





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Appendix

1. §2522.200 What are the eligibility requirements for an AmeriCorps participant?

(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;

(4) Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

2. §2520.50 How much time may AmeriCorps members in my program spend in education and training activities?

(a) No more than 20 percent of the aggregate of all AmeriCorps member service hours in your program, as reflected in the member enrollments in the National Service Trust, may be spent in education and training activities.

(b) Capacity-building activities and direct service activities do not count towards the 20 percent cap on education and training activities.

[70 FR 39597, July 8, 2005]

