



POSITION DESCRIPTION FORM INSTRUCTIONS **WSC PROGRAMS**

Complete a position description for each specific AmeriCorps position using the Position Description Form WSC Programs.

The position description is a **standalone** document that will be used throughout the program year. It is a dynamic tool critical in keeping the organization, member, and WSC staff clear about the AmeriCorps member(s) duties, place of service and specific time schedule. Each section of the position description must be completed with specific details.

AmeriCorps members are not employees; use language appropriate for a service member position. Members do not “work,” they “serve” and they are not “jobs” they are “service positions.” Be sure to use a Member Position Title that is service related and not the title of a staff person (do not use “assistant”, “manager”, “supervisor”, etc. Good options for a title are “coordinator”, “educator”, or “member”.) The duties and responsibilities listed in the position description must be allowable (review [prohibited activities](#) here) and align with the member activities listed in your project. Member(s) duties may not change during the service year without prior approval of the WSC Program Coordinator. If duties change, an amended position description, with signatures, is required to be submitted to WSC.

1. Organization’s Mission: Briefly describe your organization’s mission.
2. Position alignment to organization’s mission: describe your organization’s mission and how the AmeriCorps project supports the mission.
3. AmeriCorps Project Description: describe the specific project the member is supporting.
4. Member Key Essential Function to the Position: describe the member’s service position. Include the major duties, responsibilities and expectations of the position as they relate directly to the performance elements. Members provide direct service to address unmet needs; they are disallowed from performing administrative duties that support general organizational goals. Do **not** use the phrase “and other duties as assigned.”
5. Performance Measure Expected Output(s) and Outcome(s): This section is where you input your agency’s overall goals listed on the Performance Measure Plan. If you have more than one member, you will then need to break down the member’s individual contribution to your organization’s overall goal.

• **Example:** Your organization’s goal is an output of 50 people will participate in a health education program. Your outcome is 40 people will increase their knowledge of positive healthy behaviors. You have two members and they equally split the amount of health education programs that are delivered. Each member also needs to have their Member Performance Measure Expected Output(s) and Outcome(s) listed.

Organization’s Performance Measure Plan Output(s) and Outcome(s): 50 unduplicated individuals will participate in health education programs. 40 Unduplicated individuals that

participated in health education programs report an increased knowledge of positive healthy behaviors

Member Performance Measure Expected Output(s) and Outcome(s): 25 unduplicated individuals will participate in health education programs. 20 Unduplicated individuals that participated in health education programs report an increased knowledge of positive healthy behaviors

6. Member Additional Duties and Responsibilities: List any other duties that are not listed in section 4.
7. Volunteer Management: This paragraph has been prefilled by WSC and cannot be changed unless approved by WSC Program Coordinator.
8. Qualifications required for this position: List the minimum skills, trainings, academic qualifications, experience and/or abilities required for the position. These items must be consistent with the recruitment notice.
9. Location and Hours of Service: Complete the table. Include the usual start and end time, the expected location of service and its **physical address**, and the typical number of hours each day. The service hours must total 40 hours a week. Any changes to this section during the term of service will require an amended position description form submitted to WSC. Remember that reportable hours **do not** include meal breaks and members are required to take a minimum of a 30 minute lunch break each day. Alternative service hours need to have supervisor and program approval.

Follow the example below:

<i>Day of Week</i>	<i>Start Time</i>	<i>Length of Meal Break</i>	<i>End Time</i>	<i>Name of service location</i>	<i>Physical Address</i>	<i>Hours per day*</i>
Monday	9	60 min	6	Hoover Elementary School	2010 Main St., Shelton, WA 98584	8

10. Required WSC Training: Prefilled by WSC. Do not alter.
11. Required Site Training: List two site-specific trainings that your organization will provide the AmeriCorps member that is related to the member's service duties. This does not include orientation to the service position or the organization.
12. Required WSC Reporting: Prefilled by Washington Service Corps. Do not alter.
13. Service Conditions: Describe the service conditions (e.g. environmental, service site, contact with others). Identify the degree of physical, mental, and intellectual demands of the position. List the types of tools, equipment, and aids that are used in the position.

**INSTRUCTIONS FOR COMPLETING AN
AMENDED POSITION DESCRIPTION FORM**

An amended position description form is required to be submitted to your WSC Program Coordinator, at any time during the program year, if any of the following change:

- AmeriCorps project
- Member duties, responsibilities, or performance measures

- Volunteer management expectations
- Location of service
- Hours of service
- Required site training
- Service conditions

The amended position description form also requires:

- Project Supervisor and the Member to sign the form
- Project Supervisor and the Member to date the form after signing
- Project Supervisor to mail the original document with dates and signatures to their WSC Program Coordinator immediately to the following address: PO Box 9046, Olympia, WA 98507-9046